

# ***Bunbury Runners Club Inc Event Guide***



## **BUNBURY RUNNERS CLUB INC EVENT GUIDE**

Purpose of this document:

The Event Guide for any BRC members (especially those on a committee or working group) involved in event planning.

VERSION 1.0

Updated: August 2022

# ***Bunbury Runners Club Inc Event Guide***

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## TIMELINE SAMPLE

Date/Month	ACTION	BY WHOM	COMPLETED
	Set Event date	Registrar +	
	<b>Committee</b> <ul style="list-style-type: none"> <li>- Handover file with correspondence relating to the event i.e. quotes invoices contact numbers sponsors</li> <li>- Call for committee members and allocate roles</li> <li>- Keep minutes</li> <li>- Submit brief monthly update to main BRC committee</li> </ul>	Previous committee	
	<b>Prepare Event Budget</b> <ul style="list-style-type: none"> <li>- Submit to main BRC committee to be ratified</li> </ul>	Treasurer +	
	<b>Bookings</b>  CoB <ul style="list-style-type: none"> <li>- Rec Ground</li> <li>- Banners/Billboards</li> <li>- Pavilion</li> </ul> Aqwest <ul style="list-style-type: none"> <li>- Hydration Stn</li> </ul> Timing Coordinator BRC <ul style="list-style-type: none"> <li>- Timing</li> </ul> St Johns <ul style="list-style-type: none"> <li>- Ambulance</li> </ul>		
	<b>COVID Event planning complete application</b>		
	Sponsorship <ul style="list-style-type: none"> <li>- Funding tiers</li> <li>- Letter drafted</li> </ul>	Refer Sponsorship Guidelines  In consult w Sponsorship	

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		coordinator	
	Promotion/Advertising <ul style="list-style-type: none"> <li>- Insta/Face book – schedule</li> <li>- Email/notify relevant sporting and other agencies to promote</li> <li>- Update banner/fliers/posters</li> </ul>	In conjunction with Sponsors  Liaise with BRC Social media admin	
	Apparel <ul style="list-style-type: none"> <li>- Design</li> <li>- Order</li> </ul>	Confirm with naming and major sponsors design proof	
	Order Bib and Timing chips		
	Volunteers activities on event day/pre/post		
	Collection <ul style="list-style-type: none"> <li>- Trailers</li> <li>- Sponsors banners/items</li> </ul>		
	Notify resident/businesses oncourse		
	Post event mop up <ul style="list-style-type: none"> <li>- Thankyou</li> <li>- Return items</li> <li>- Final race report</li> <li>- Acquittal of budget and requirements</li> <li>- Presentation to Beneficiaries</li> </ul>		

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## **Purpose**

The Event guide is for any [Bunbury Runners Club \(BRC\)](#) member that is part of an event committee or sub-committee. It is intended to guide planning, activities, resourcing, to support volunteers of the BRC and reduce duplication.

## **BRC Guidelines**

There are a number of documents which may help to provide further context around the BRC such as:

- [Bunbury Runners Club Constitution](#)
- [BRC Strategic Plan](#)
- [BRC Code of Conduct](#)
- [BRC Junior Development Guidelines](#)
- [Nomination of Life Members Guidelines](#)
- [Volunteer Guidelines](#)
- Club Financial Framework and [Event Guidelines](#)
- [Sponsorship Guidelines](#)

## **Annual Running Events**

- Australia Day Fun Run (January)
- Bunbury 3 Waters Running Festival (usually April)
- Womens Fun Run and Walk (usually first Sunday in August) and offers a free 6-week training program.
- Father's Day Run & Walk (Father's Day)

Register Now® <https://registernow.io/> is the chosen platform for members and participants of events to register. *A number of BRC members have access to the club account for Register Now.*

*The BRC Registrar generally sets the run calendar – and at that time dates of the major events are added in. This is in consultation with event committees.*

## **Event Budget**

An event budget must be prepared and then presented to the main BRC committee for approval prior to any funds being committed to events. The Treasurer is the key point of contact. Please see Financial Guidelines for further information and sample budgets.

All event committees are required to work with the Treasurer to prepare a budget for the upcoming event prior to proceeding with any expenditure. The event committee will manage their own budget (see Attached Template). Where an item will cost more than 5% of the allocation – the matter will be referred to the general BRC committee for consideration. (Refer to Draft – financial guidelines and example financial template). These financial decisions are recorded in the Committee Minutes.

Other items of interest: BRC has a payment Square Point of Payment which can be used for EFTPOS transactions for events/merchandise.

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## **Forming a committee :**

Allocate roles; contribution which can be offered; motivation; time available. Committee members are asked to declare and consider any conflict of interest. All members on an event committee are acting for and on behalf of the BRC; as a collective. Therefore, all decisions should be considered in line with the ethos of being a volunteer and the values of the BRC.

## **Bookings**

**Events held in the City of Bunbury:** it is essential to read the City of Bunbury Event Guidelines found here <https://www.bunbury.wa.gov.au/live/handbook/planning-an-event>

This clearly outlines the event process including: reserving the date; venue; application (including submission of course map; insurances etc); being issued an event permit; requirements to meet the permit guidelines etc. The City of Bunbury offers funding rounds which might support event cost such as traffic management.

Application forms such as: event booking; banner booking; main street banner and others can be downloaded from this link <https://www.bunbury.wa.gov.au/live/handbook/planning-an-event>

**Recreation Ground:** The recreation ground is for use by any member of the public. The BRC book the track/grounds for

- Intervals on Tuesday mornings (every week of the year).
- During 4th and 1st term (to coincide with the school terms) juniors use the grounds Thursdays from 5:15 – 6:30pm (1 hour with leeway for arriving and departing).
- The weekend of the 3 Waters Running Festival
- Thursdays in 1<sup>st</sup> and 4<sup>th</sup> term when juniors are scheduled.

Email the Records Department [Records@bunbury.wa.gov.au](mailto:Records@bunbury.wa.gov.au) and the Events Team will get back to you with the necessary booking form to complete found at <https://cdn.bunbury.wa.gov.au/wp-content/uploads/2022/08/Booking-Request-Form-Recreation-Ground.pdf>

**Club rooms:** There is a Shared Calendar (between Colts Cricket and Cricket Umpires) for booking Michael Eastman Pavilion. Use the link to book Committee and event meetings for the year, the weekend of the 3 Waters Running Festival etc

<https://teamup.com/ks609c4510bf850b21>

**Hydration Station:** Aqwest offers the rehydration station which is a 500 litre tank made from stainless steel. It has 8 water dispensing points and a pump to pressurise the water for good flow. If you have ice, you can add it to the ice chest to keep the water cold. Aqwest sets up the rehydration station for you and collects it after the event. You need to make sure there is someone to take delivery, set the system up, be responsible for its operations and pack it away for collection. Application and information can be found here <https://aqwest.com.au/community-and-education/our-community-involvement/rehydration-station#:~:text=The%20rehydration%20station%20is%20a,collects%20it%20after%20the%20event>

## **Sponsorship**

This is an important aspect of the BRC to allow events and activities to proceed. Sponsorship is overseen by a committee member with the Partnership portfolio (voluntary position) and must follow the [Sponsorship Guidelines](#). The 3 Waters Running Festival, Women's Fun Run & Walk; Australia Day Fun Run; Fathers Day Run all rely on major and minor sponsors. A package of promotional options for the sponsors is detailed by

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BRC, refer to the [Sponsorship Guideline](#). It is important to acknowledge our Sponsors and meet any prerequisites agreed upon as part of the acquittal process (this is required).

**Covid-19 event planning:** COVID Event Plans and Guidelines play an important role in keeping Western Australians safe, and reducing the potential risk and spread of COVID-19.

Public or private events of more than 500 patrons that requires a Local Government Authority approval are required to complete a COVID Event Plan and have it approved as part of that process. They are not required for events that form part of the usual business of places for which there is an existing public building approval.

COVID Event Plans need to consider and identify public health measures to ensure the safety of patrons including physical distancing requirements, hygiene and cleaning regimes, and staff management. The COVID Event Guidelines will help you develop your COVID Event Plan. More information can be found at this link

<https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-events>

**Refund policy:** please speak with the main BRC committee to confirm the overarching policy for events

**Timing/Results** BRC owns a timing system. It is essential to : Ask the volunteer timing person about his availability well ahead of the event : Results will be posted as soon as practically available on the BRC website and relevant social media sites.

**Documenting** Agenda/minutes need to be kept ensuring accountability and logical progression of the planning for each event. Monthly updates of the progress in a brief format, is requested to be recorded in the Main BRC meetings.

## **Event promotion/advertising**

BRC uses a number of social media platforms and work within the principle that personal opinions/comments or responses to posts represents that of the 'Club'. It is strongly encouraged to gain input and sign off from the sponsors on social media content which promotes their business/organisation.

**Bunbury Runners Club website** <https://www.bunburyrunnersclub.org.au/> Updates, inclusions, changes to the website are requested to be emailed to the volunteer updating the website.

**Instagram** @Bunburyrunnersclub. There is also a 3 Waters Running Festival and Womens Fun Run & Walk Instagram sites.

**Facebook:** there are

- Bunbury Runners Club members Group (open for members to post communication). Inward facing.
- Bunbury Runners Club (official page – please email the Social media email). Outward facing.
- 3 Waters Running Festival
- Trailblazers
- Women's Fun Run & Walk

**Posters:** please consider the target audience of events and if visual posters are effective for attracting participants. It is strongly suggested that small print runs are undertaken if at all.



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**Radio; paper; TV:** please consider the target audience of events and if radio, paper, TV are effective for attracting participants. It is strongly suggested that this is a small budget item and may NOT be undertaken if at all.

**Postal:** Mail can be posted to PO Box 1161 Bunbury 6230. The Secretary/Treasurer hold the keys to the box located at the main Australia Post Office, Victoria Street.

**Email:** The secretary maintains an up-to-date list of members email addresses gathered from the registration. Register Now offers a system to allow for email contact with past and current event registrants.

## **Insurances and Licences**

The Treasurer has BRC Insurance details. These will need to be provided to the City of Bunbury to support the approval of events. The BRC has the following insurances

### **Insurances:**

- Public liability to the value of \$20,000,000; Professional to the value of \$5,000, 000 via Gallagher Sports Insurance
- Vehicles to cover the sound and storage trailers – via Zurich
- Property – via Allianz

**Sound License:** For public use of protected sound recordings and/or music videos. Is required for the BRC events due to the use of announcements and music (and noise). There is one license which covers all events BRC hosts.

### **Apparel :**

Design and inclusion of event sponsors details on event apparel needs to be defined via a robust sponsorship deed/letter.

### **Volunteers:**

The BRC is not for profit and as such requires EVERY MEMBER to support events and activities (often on a number of occasions) to ensure the ongoing successful operation of the club. This helps us to meet our Mission, Values and ultimately host events. The Registrar will keep a Volunteer Register to facilitate this process. Excel spreadsheets have been prepared for events detailing volunteer roles and the number of volunteers required (examples of these are available). Briefing of volunteers is undertaken to ensure that they have event knowledge and ensure participants safety.

### **First Aid :**

ST Johns Ambulance can be booked for events for more information go to <https://stjohnwa.com.au/ambulance-and-health-services/event-health-services> Please include the cost of this service into the Event budget.

## **Procedure for ordering Race Bibs**

1. To order race bibs email Nathan Timms at Ablaze Industries approx. 2 months before the event to check prices and delivery times.
2. Advise if sponsor logos need to be changed from previous year and send new logos if needed.
3. Nathan will return a proof to be confirmed.
4. Decide how many bibs to order and what colour for each distance.
5. Decide on cut-off date for competitors to have their name on their bib and advertise it.

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6. Once that date has passed the Register Now coordinator will create a spreadsheet with the first names of competitors and their assigned number. Send this to Nathan along with the Total number required for each distance. He will create an invoice and print them as soon as it is paid.

7. Place order at least 3 weeks prior to the event and advise address for delivery.

Nathan Timms | CEO | Ablaze Industries Pty Ltd t/a Ablaze Print

T: 1300 950 681 | T: + 61 2 4782 3007 | M: + 61 427 774 681

E: [info@ablazeprint.com.au](mailto:info@ablazeprint.com.au) | W : [www.ablazeprint.com.au](http://www.ablazeprint.com.au)

43 Megalong St, Katoomba, NSW 2780, Australia | PO Box 825, Katoomba, NSW 2780, Australia

Race bib numbers are ordered from Andrew Peterson at RFID Timing in O'Connor

1. Decide on number needed
2. The timing coordinator (Stephen) will decide on the Prefix e.g. 2021to be 2108 , so numbers would be 21080001, 21080002,21080003 etc
3. Order at same time as bibs

Andrew Peterson      [andrew@rfidtiming.com](mailto:andrew@rfidtiming.com)

Director

RFID Race Timing Systems

Unit 1, 97 Garling St

O'Connor WA 6163

Australia

**Awards /Spot Prizes:** Refer to Sponsorship guidelines. It is encouraged to be mindful of the number of awards/spot prizes offered and the allocation of these.

**Beneficiaries:** The BRC is not for profit and therefore funds raised from events are allocated to beneficiaries. It is strongly encouraged that the beneficiaries are promoted to participants of events to allow for disclosure. Beneficiaries which are locally administered (i.e. managed and run in the Bunbury and Greater Bunbury Region) are the preferred type of beneficiaries. The BRC has made significant financial contributions to organisations such as The SW Refuge; SW Womens Health and Information Centre; Shining Hope, Waratah etc

## **Club Equipment**

Please check if there is current stock like medals, plastic cups (check single use policy with WA government), apparel, safety pins etc. prior to placing orders for additional stock.

**Storage Shed:** is located at the rear of the Eastman Pavilion. There are 3 sheds – the middle one belonging to the BRC. The Shed Inventory is appended. (Attached in appendix)

## **Trailers:**

The club owns 1 equipment trailer (enclosed aluminum) and 1 “sound trailer” (old caravan) which are used for Events and are currently stored at South West Express freight depot in Palmer Crescent. The trailers are kept on the Eastern side of the yard.

To collect the trailers for an event please advise SW Express (08) 97214600 of the day and time of collection. Also call at the office (if open) when you arrive and let them know you are there. The person collecting MUST wear a fluoro safety vest when in the yard and take care to stay out of the way of any trucks in the yard. Bear right once inside the yard and make your way to the Eastern wall where the trailers are parked.

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On the left-hand side of the equipment trailer (near the back door) there is a combination key box which holds the keys to both trailers. To open the box, press the buttons in the middle from top to bottom; then the bottom right and bottom left button.

To return the trailer outside of business hours contact Tim Keys on 0419916169 –Tim is able to open the gates remotely to allow access. See Appendix 5 for the Inventory of Trailer's contents.

### **Residents/ Businesses advice/notification of events:**

As a courtesy to residents and businesses who reside along the run/walk course it is a requirement that they are notified of the upcoming event. This may be via a letter drop (see example from previous events).

**Reporting back post event:** to allow for improvements and accolades of the event – it is asked that a report is submitted to the main BRC committee and also made available for future committees. Cloud storage is available for the Club documents and photos. This allows for future and current committees to easily access necessary information.

**Thankyous:** please consider event sponsors and volunteers (within reason) are provided with a thankyou on a BRC letter head.

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## APPENDICES

### Attachment 1: Henk Stoffers 5km Timing Equipment Setup

Layout Equipment as shown below. Connecting antennas to ports 1 & 4.

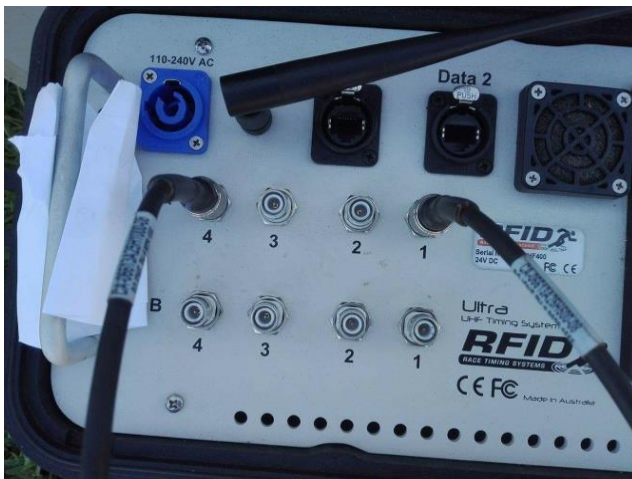
- Switch on Timing Box. Successful connection indicated by a ‘-’ as shown below.
- At start gun – Start big clock & **RECORD TIME ON BOX.** (e.g. 17:53:40)
- To start a runner early **RECORD NAME & TIME ON BOX.**
- Runners cross timing mat 3 times. At **start, start of second lap & finish.**



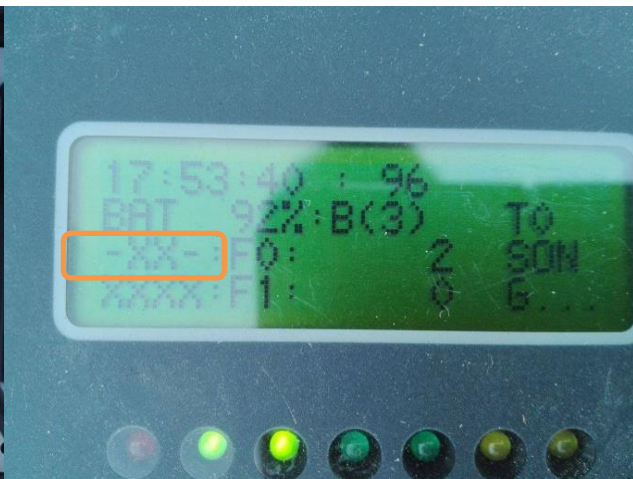
Equipment Layout.



Cone & Mat layout



Timing Box Connections



Successful Connections on Port 1&4 indicated with a ‘-’.

### Equipment Required:

2 x Antenna	2 x Antenna Leads
1 x Timing Box	1 x Lino Mat
1 x Clock	1 x Clock Battery
1 x Clock Stand	15 x Marker Cones



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## Attachment 2: Club Championship Timing Equipment Setup

- Layout Equipment as shown below. Connecting antennas to ports 1 & 4.
- Switch on Timing Box. Successful connection indicated by a '-' as shown below.
- At start gun – Start big clock & **RECORD TIME ON BOX.** (e.g. 17:53:40)
- To start a runner early **RECORD NAME & TIME ON BOX.**
- Runners cross timing mat **once for 5km & twice for 10km.**



Equipment Layout.



Cone & Mat layout



Timing Box Connections



Successful Connections on Port 1&4 indicated with a '-'.

### Equipment Required:

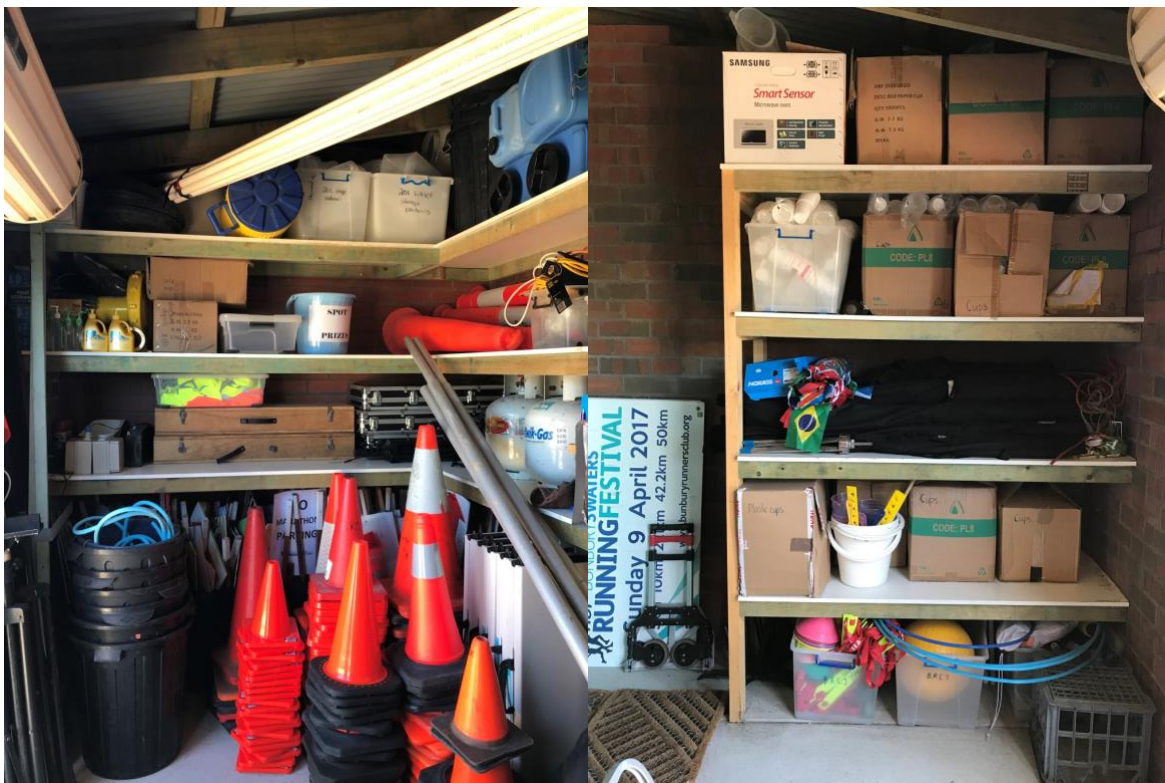
2 x Antenna	2 x Antenna Leads
1 x Timing Box	1 x Lino Mat
1 x Clock	1 x Clock Battery
1 x Clock Stand	15 x Marker Cones

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## Attachment 3: Storeroom Inventory and Trailer Inventory

South Wall January 2020

Reverse has East and West Walls



Location	Shelf	Item	Number	Event used
East Wall	Top	PVC Tubes for Red, White, Blue flags	9	ADFR, WFR
		Yellow and Blue Drink container	1	
		20L Water Storage bottles	12?	
		Black Rubbish bins and Lids	4	

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<b>South Wall</b>	<b>Second</b>	Yellow Plastic fan for Finish Arch	1	?
		Disposable Gloves packs of 50	5	
		Garbage Bags	lots	
		Hand Sanitiser	3	All
		Sunscreen	2	All
		Plastic tub	1	Any
		20L Bucket	1	Any
		Bollards (now in trailer 26-1-20)		Any
	<b>Third</b>	Batteries for clocks	4	Intervals and All events
		Chargers for batteries	3	
		Cans of marking paint	3	Any
		Digital Clocks in Wooden cases (red display)	2	Intervals and All events
		Digital Clocks in black cases (blue, green, yellow display)	3	3 Waters
		9 kg Gas Cylinders (1 empty, 1 with gas)	2	
	<b>Floor</b>	Clock tripods	3	Intervals and All events
		Steel Pickets	12	All
		Bike Flags	3	
		Old wooden signs for timing chip pick up	3	
		60L Bins	6	
		Blue drinking water hose	1	All
		Directional arrows on stakes in bins	100s	All
		Traffic Cones and Base for bollards (more in trailer)	many	All
		Folding tables	5	All
<b>South Wall</b>	<b>Top</b>	Blue 20L Water bottles with lids	6	
		White 20L water bottles with lids	4	
		Rubbish Bins 60L with lids	6	
		Disposable Hot Drink Cups for Soup etc. box of 1000	1	
		Red "Runners on Road" signs (stands on floor below)	8	?
		Stainless Steel Urn covered in black plastic bag	1	
	<b>Second</b>	Bollards (now in trailer)	6	
		Yellow Raincoats (box of)		
		Tub of extension cords		
		Plastic tub with distance marker stencils and spray paint		
		Bunting (safety flag reel)	2	
		Banners WFR, BRC and other - to be detailed		WFR and other
	<b>Third</b>	PA System in Black Bag and Tripod for speaker	1	
		Gas cylinders as above		
		Hessian bag with flags for marshals	2	
		Measuring Wheel	1	
		Free standing "Runners on Road" signs with weights	~50	
		Orange plastic Traffic Hazard triangles	3	
		Box of Safety vests	30	
		Folding Gas Barbeque	1	



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<b>West Wall</b>	<b>Floor</b>	Large Black Shade cloth "Tipi" Shade cover	1	3Waters
		Poles for above (now on top shelf at the back)	4	3Waters
		Blue cardboard cut outs of dolphins	10	
		White bag with HBF Banners for Finish Chute		
	<b>Top</b>	Microwave	3	
		Disposable plastic water Cups	boxes	
			3	
	<b>Second</b>	Disposable plastic water Cups	boxes	
	<b>Third</b>	Teardrop Flags includes 3Waters start, BRC	~10	
		Aussie Flag and international string of flags	~12	
	<b>Fourth</b>	buckets, jugs and mixing sticks for Sports drink	3	
		Disposable plastic water Cups (Box of 1000)	boxes	
	<b>Floor</b>	Behind door - 3 Waters Coreflute signs	6	
		Folding trolley	1	
		Step ladder	1	
		Flag stands	2	
		Tubs of equipment for Juniors	3	
		Milk Crate	1	
		Steel box with 3 bags of white pigment for line marking	1	
		Timing Trolley contents below	1	
		Roll of Lino		
		RFID Antenna	2	
		RFID Antenna leads	2	
		Timing Box and Battery at Peacock's home		
		Large Finish Podium now in trailer	1	
<b>Trailer</b>		Large Wooden box with 100s of star pickets and bollards		
		Red BRC Marquees 3m x3m with sides	2	
		Rubber Mats to cover Finish line	~10	
		Bags of Red, White and Blue Bunting	several	
		Bollards	lots	
		Traffic Cones	lots	
		Rubber Matting roll	3	
		Yellow Plastic cable covers	10+	
		60L Rubbish Bins	8	
		Large BRC Banners for trailer (rolled up in Storm water)	2	
<b>Front toolbox</b>		Covers for star pickets in bag in box	lots	
		Generator	1	
		Fuel Can		
		Rope		
		Star Picket Remover	1	
		Star Picket Rammer	2	
<b>Sound Trailer</b>		PA System, two stands and 6 large speakers		



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Megaphone

First Aid Kit

Chairs

Rolls of cable for PA

## **BRC Equipment Trailer Inventory - April 2017**

### **Top Shelf (see image below)**

- 10 x Rubber Timing Mats **(be aware of cables attached to each if moving)**



### **Second Shelf (see image above)**

- 4 x White Buckets of Red, White and Blue Bunting with lids **(do not cut)**
- 18 x Metal Table Legs

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## **Top of Wooden Crate**

- Large grey rubber carpet square (see image below)
- 3 x 3m lengths of black conveyor belt (used to cover cabling etc – with peg holes)
- 4 x BRC Feather banners in two black bags (see image below)



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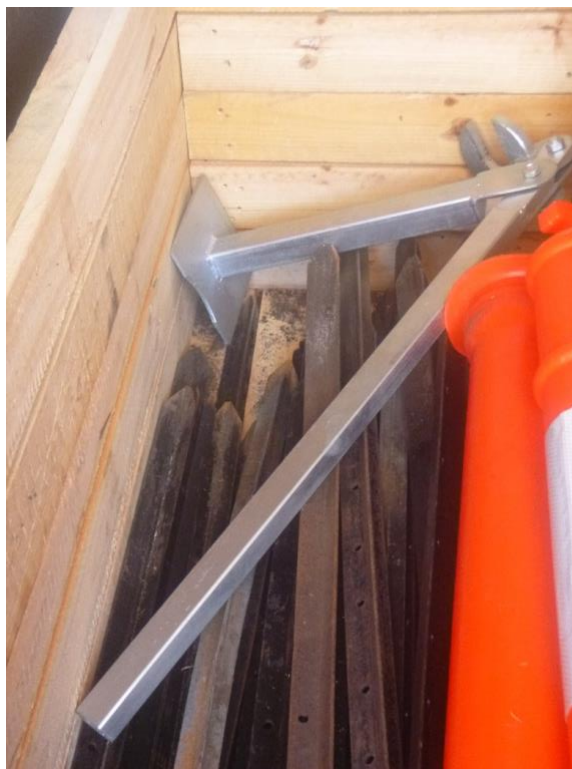
## **Wooden Crate (see image below)**

- 12 x plastic cable covers
- 1 x bucket star picket caps
- 1 x bag of star picket caps (blue "Hart" Bag)
- 1 x bag of 19 x safety vests (black "Brooks" bag)
- 8 x plastic bollards (orange)
- 8 x Bollard bases (black)
- 1 x star picket remover (see image next page)
- 62 x star pickets (see image next page)





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# ***Bunbury Runners Club Inc Event Guide***

## **On Floor (see image below)**

- 2 x 3m x 3m Shade Shelters in black bags (printed with BRC name on roof)
- 2 x Back “Altegra” bags with shelter walls
- 36 x Medium witches hats (new)
- 9 metal tables (stored in their own side panel)
- 12 x rubbish bins and 4 lids only
- Plastic bag of old bunting (white, green and blue)



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## **Locked Storage Box on Front (outside)**

- 2 x Star Picket Driver
- 1 x Anti Theft Coupling Assembly and Lock

**(when not in use)**





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## Attachment 4: Questions to consider to guide Social media

	<b>Question your intentions</b> -am I representing myself when it should be the BRC community?		Take time to pause and reflect before posting photos or information. <b>Think before you post!</b>
	<b>Choose Respect:</b> before posting a picture, consider the potential vulnerability and victimisation of the people shown. Have respect for the subject.		Ask yourself: "What is my intention with sharing this post?" <b>Promote dignity:</b> avoid sweeping and simplified generalisations, include informative text with names/places.
	Do I have permission to use the photo? <b>Gain consent.</b>		Who will see this and <b>what am I trying to say</b> to them? What different ways could people view this? What/who will be impacted?
	Does the BRC have a <b>Code of Conduct</b> on this issue?		Is my <b>spelling and grammar</b> correct? See below for the most common mistakes.
	Don't portray yourself as the hero in the story conveyed.		Do you schedule of online media posts? Avoid contentious issues and <b>saves time</b> when you are busy.

Swift Tips for

## Common Grammar Mistakes

<b>Their</b>	<i>Possessive: "They want <b>their</b> money"</i>
<b>There</b>	<i>Location: "The car is over <b>there</b>"</i>
<b>They're</b>	<i>They are: "<b>They're</b> going home"</i>
<b>Your</b>	<i>Possessive: "You put on <b>your</b> shoes"</i>
<b>You're</b>	<i>You are: "<b>You're</b> a good person"</i>
<b>Too</b>	<i>Excess: "I have <b>too</b> much junk"</i>
<b>To</b>	<i>Preposition: "I went <b>to</b> the store"</i>
<b>Two</b>	<i>A Number: "Do you want one or <b>two</b> pens?"</i>
<b>Its</b>	<i>Possessive: "The bird made <b>its</b> nest"</i>
<b>It's</b>	<i>It is: "<b>It's</b> a lot of fun"</i>
<b>Were</b>	<i>Second person past tense of to be: "You <b>were</b> sad"</i>
<b>We're</b>	<i>We are: "<b>We're</b> at school"</i>
<b>Affect</b>	<i>Verb: "The trauma <b>affected</b> him deeply"</i>
<b>Effect</b>	<i>Noun: "It had a great <b>effect</b> on her"</i>
<b>Loose</b>	<i>To be deprived of something: "I often <b>lose</b> my keys"</i>
<b>Loose</b>	<i>Not tight: "The clothing was too <b>loose</b>"</i>

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