

# RYDA VOLUNTEER LIST – WEDNESDAY 28 February 2018

*Corbould Park Racecourse, Pierce Avenue, Caloundra, start at 8.00am*

PACIFIC LUTHERAN COLLEGE, ST COLUMBAN'S COLLEGE, CALOUNDRA CITY PRIVATE SCHOOL AND CALOUNDRA CHRISTIAN COLLEGE RYDA PROGRAM

*Set up session venues on Monday 26 February 1.00 pm – 3.00 pm*

*Pack up session venues on Wednesday 28 February 2.00 pm – 3.00 pm*

**PLEASE NOTE:** *If a volunteer is unable to attend for any reason, please contact RYDA Coordinator Neville Woodforth by phone on 0409 348 500 as soon as possible so a replacement can be arranged.*

**DAY MANAGER:** Geoff Leddy (M: 0400 840 100)

**ASSISTANT DAY MANAGER:** Neville Woodforth (M: 0409 348 500)

**SCHOOLS & TRANSPORT COORDINATOR:** Neville Woodforth

**STUDENT GROUP LEADERS:** Meet with Day Manager in Registration Area for briefing at 8.15 am

- *Yellow:* Kevin Curd
- *Black:* Les Pontin
- *Green:* RC Caboolture
- *Orange:* RC Caboolture
- *Blue:* Wendy Gilson
- *Red:* Peter Davis

**WELCOME & VOLUNTEER, FACILITATOR, TEACHER & VISITOR REGISTER:** Geoff Leddy

- All to sign volunteer, facilitator, teacher and visitor register. Assist facilitators to session venues.
- Issue safety vests, wrist bands, GPS books, coloured clip boards and coloured program timetables.

**OPEN/ CLOSE PROGRAM:** Geoff Leddy

**SET UP ELECTRONIC EQUIPMENT:** Chris Milligan; Chris Rees

**CATERING:** Pam Snyman; Bernie Strong; Ron Strong; Anne Rattle

**MEDIA & VISITORS:** Neville Woodforth

**FIRST AID:** SLSQ; School

**SESSION VENUE COORDINATORS/ SUPERVISORS\*:** Meet with Day Manager at 8.15 am

- Set up session areas – 40 chairs (80 in Upstairs Large Room).
- Check all equipment is working.
- Introduce facilitators to each student group. Each session is 30 minutes.
- Ensure sessions start and finish on time. Advise facilitators when 5 minutes remaining in session.
- Strictly follow timetable with 5 minutes allowed for changeover between sessions.
- **Ensure teachers attend to any student care and discipline issues immediately – advise Day Mgr.**
- Brief thank you to facilitators after each session. Restore session area at completion.
- Speed & Stopping – set up barriers and marquees, tie down and rope off area around marquees.

\***ROAD CHOICES/CRASH INVESTIGATORS** (Upstairs Large Room): Ian Aspinall; Allan Gillespie

\***THE 'I' IN DRIVE** (Upstairs Small Room): Peter Farrell

\***GENEVIEVE'S STORY** (Downstairs Members Bar, far end): Merv Paddison

\***HAZARDS & DISTRACTIONS** (Downstairs Members Bar, entry end): Noel Begley

\***SPEED & STOPPING** (Members Carpark): Les Walsh

**MEMBERS CARPARK SAFETY SUPERVISOR:** Arnaldo Mendes

**MEMBERS CARPARK GATE TRAFFIC CONTROL:** Cedric; Cornelis

- Direct volunteers to park their cars in parking area closest to racecourse track.
- Close Members Carpark gate prior to commencement of Speed & Stopping demonstrations.
- Sunbus buses arrive and depart hourly. Ensure car demonstrating Speed & Stopping is not operating before allowing buses to enter or depart Members Carpark. Buses arrive 15 minutes past each hour and depart 29 minutes past each hour.
- Only allow vehicles to enter or depart Members Carpark when it is safe to do so.
- Stay in two-way radio contact with driver and Speed & Stopping facilitator.

**MARSHALS:**