

RYDA VOLUNTEER LIST – Tuesday 27 February 2018

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

CHANCELLOR STATE 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:* Don Wilkie
- *Black:* Anna Wheildon
- *Green:* Kevin Curd
- *Orange:* Les Pontin
- *Blue:* Allan Veivers
- *Red:* Arnaldo Mendes

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: Dr Bridie Scott-Parker; Geoff Leddy

SET UP ELECTRONIC EQUIPMENT: Chris Milligan; Brian Reith

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 Hope; Peter Farrell

***THE 'I' IN DRIVE** (Upstairs Small Room): Allan Gillespie

***GENEVIEVE'S STORY** (Downstairs Members Bar, far end): Anne Boland

***HAZARDS & DISTRACTIONS** (Downstairs Members Bar, entry end): Allen Morgan

***SPEED & STOPPING** (Members Carpark): Merv Paddison; Gerry Swan

MEMBERS CARPARK SAFETY SUPERVISOR: Ian Aspinall

MEMBERS CARPARK GATE TRAFFIC CONTROL: Cedric Gowlett

- 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: