

AUSTRALASIAN ROAD RESCUE ORGANISATION INCORPORATED

(In Victoria)

Association No. A0042189P



CHALLENGE MANAGEMENT GUIDE

Version 1/2010

Last amended: 25 July 2009

CONTENTS

Introduction	4
Functional responsibilities	4
Event dates and duration	4
Location and venue	5
Event naming	7
Event safety.....	7
Specific elements of the event program	7
Scenario Preparation	7
Bump in (Venue set up)	7
Opening function.....	7
Assessor’s Workshop and Challenge Management Team Briefing.....	8
Rescue Symposium	8
Team’s briefing	8
Challenge program	9
Swap night/Social function	9
ARRO AGM	9
Bump out (Venue clean up)	10
Daily ‘hot’ debrief.....	10
Closing function	10
ARRO Committee	10
Technical aspects of the challenge.....	11
ARRO Challenge Management Team and host support crew	11
Tools and equipment	11
Equipment maintenance	12
Casualties and moulage.....	13
Vehicles.....	13
Props.....	14
Rules.....	15
Scoring	15
Accommodation	15
Catering.....	15
Administration	16
Seeking team entries.....	16
Web site.....	16
Welcome kit	16
Ticketing.....	17
Trophies.....	17
Photography and video record.....	17
Transport	17
Communications.....	18
Financial management	18
Team entry fees	18
Merchandise	19
Sponsorship.....	19
Appendix 1 – Project task list	20
Appendix 2 – Sample host budget	27
Appendix 3 - Casualty requirements.....	29
Appendix 4 – Plant equipment for scenario preparation and wreck transport.....	31
Appendix 5 – Personnel requirements	32
ARRO Challenge Management Team.....	32

Host Support Crew 33

Appendix 6 – Sample Awards Night Running Sheet..... 34

Additional documents 35

 Challenge rules 35

 Summary of team survey feedback 35

 ARRO Assessor policy..... 35

 CMT Position descriptions..... 35

 Challenge risk management plan 35

Introduction

The objective of the Australasian road rescue challenge and rescue symposium is to create an environment in which representatives from all agencies involved in responding to the road rescues in Australasia can come together to learn, exchange ideas and participate in a skills challenge in the spirit of friendship.

The purpose of this document is to set out the guidelines for the development, staging and management of the annual Australasian Rescue Challenge (ARC). In particular, it details those functions that are expected of the host agency, those that the Australasian Road Rescue Organisation (ARRO) will be responsible for and those that are to be determined on an event-by-event basis.

Throughout this document the term ‘host’ refers to the agency(s) or organisation(s) that host the challenge in any year. The term ‘organiser’ will refer to ARRO.

The ARRO Executive will update this document at least annually. Any comments, suggestions or questions about its content should be directed to the ARRO Secretary.

Hosting the ARC is a complex and time consuming yet exciting exercise that requires considerable planning. ARRO recommends that the hosts form an event planning committee that should meet regularly in the 12 month period leading up to the challenge. During this period members of the ARRO technical sub committee will be available to meet with the event planning committee (either face to face or by teleconference) to provide advice and receive reports on the progress of preparations for the event. In addition, the ARRO Executive, which meets approximately 3 times per year, will usually hold at least one meeting at the host location or with the host agency during the year prior to the challenge. It is also beneficial for the host to send a delegation to the previous challenge to observe all elements from bump in to bump out and liaise with previous hosts.

Functional responsibilities

ARRO will work closely with the host to ensure a successful outcome from the challenge. Attached as Appendix 1 is a sample project task list detailing all aspects of the challenge and which organisation is responsible for ensuring they are addressed in the planning for and conduct of the challenge. Appendix 2 is a sample host budget, giving indicative costs for those functions the host is responsible for.

Event dates and duration

The ARC must be held in the period from mid April to end July unless otherwise agreed by ARRO. There are two reasons for this requirement:

1. ARRO must hold its Annual General Meeting in conjunction with the challenge and the relevant legislation requires that this must be within 5 months of the close of ARRO’s financial year (the last day of February).
2. The ARC is used by winning teams as preparation for attendance at the World Rescue Challenge (WRC), which is traditionally conducted in the second half of the calendar year. This then allows the team’s time to fund raise and train.

Within the scope of mid April to end July, the month of May is preferred by ARRO, but not mandatory. It is also recommended that school holidays, public holidays and other significant dates nationally are avoided, not just those in the host’s jurisdiction. However, the event should be conducted over a weekend to ease the commitment on volunteers who attend in their own time.

The duration of ARC is constrained by a number of factors:

- The number of teams that ARRO, in conjunction with the hosts, choose to accept into the challenge. ARRO has a policy of restricting the workload of the Assessors to 8 teams per pit per day.
- The extent of the rescue symposium conducted in conjunction with the challenge. ARRO expects the host to arrange and manage a rescue symposium, usually on the day prior to the challenge commencing.
- ARRO has a range of meetings and workshops it also conducts in conjunction with ARC.

Feedback from teams that have participated in previous challenges has strongly supported a 4 day participation program based around the following:

Day 1	Vehicle preparation
Day 2	Vehicle preparation
Day 3	Vehicle preparation Venue bump in ARRO assessors workshop Challenge Management Team briefing
Day 4	Rescue symposium Teams briefing
Day 5	Challenge day 1
Day 6	Challenge day 2 ARRO AGM
Day 7	Challenge day 3 Presentation ceremony
Day 8	Bump out and clean up

More detail about each of these activities is listed elsewhere in this guide document.

Location and venue

The location of the challenge should be in a town that has easy travel access from all parts of Australasia with a good selection of accommodation options. Ideally a single hotel with sufficient accommodation for all officials and teams should be selected early and a special accommodation rate negotiated. For more detail on this see the Accommodation section of this guide.

The following facilities are required to conduct ARC. It is the host’s responsibility to identify and arrange all bookings and negotiate for the facilities to be available for an appropriate period based on the length of program agreed with ARRO.

The preferred venue is one that provides for all the activities associated with the Challenge to be held at the one location, except for social functions. The venue will need to provide secure undercover areas as follows:

- Secure, lockable building or compound for storage of up to 75 vehicles. This number of vehicles may include current model vehicles from Holden Australia. This area must be secure (including security guards), have power and a hard standing area adjacent for vehicle scenario

preparation. Doorways should be a minimum of 6 metres wide and 4 metres high to allow movement of wrecked vehicles by forklift.

- Three areas of a minimum of 15 metres square and surrounded by an area of 5 metres wide to allow for spectators, plant movement and equipment pits. As an indication half a tennis court is a guide. 240 volt/15 amp mains power supply with 4 – 6 power outlets needs to be suitably located in each pit.
- Five or six secure and appropriately located rooms, tents and or portable buildings, capable of seating up to 15 people complete with table, chairs, lighting and ventilation. These facilities are required for team isolation while scenarios are being constructed and subsequent debriefing. Suitable toilets should be provided nearby that teams can access without compromising their isolation (i.e. not in view of the scenario set up area). This is all subject to logistics management and space.
- A room capable of seating up to 30 people in classroom style for the conduct of Challenge Management Team briefings and meetings. This facility should be capable of running presentations (i.e. made dark and have room for a screen and projector, etc). It also requires tables, chairs and white board. This room also provides for the management team to leave personal items during the conduct of the challenge.
- A room suitable for the management of administration, score recording and event secretariat. This to be located in close proximity to the event area and must be secure with office service facilities, i.e. power, desks and chairs, heating/cooling.
- A room with adjoining wash room facilities to be used for the preparation and make up of casualties. This area to be 8 metres square and have tables and chairs for 10 people.
- A room set aside as a hospitality room for ARRO and VIP guests.
- Catering facility. This is needed to provide lunches and morning and afternoon refreshments for participants, Challenge Management Team, visitors and spectators.
- Under cover area well lit for trade and host agency displays.
- An area in close proximity to the event areas that can be set up for team photos.
- All undercover areas require very good lighting and suitable ventilation.
- Rest room and toilet facilities.
- A room set aside for an active First Aid Post.
- Public address system suitable for event area.
- Provide a large clock or digital timer per pit or one large enough that can be visible for the entire pit area.
- Spectator seating, bleacher style tiered seating is often the best.
- An area for teams to securely place items of equipment and personal property.
- A dedicated area adjacent to the main entrance is required for passenger transport drop off and pick up (i.e. a bus stop).
- An area, not necessarily undercover, where the vehicles can be crushed prior to the events and can be stored in sequence for the Challenge. Large plant will be operating in this area. This area may also be used to store vehicles after the events prior to compacting and removal.
- An area, located near the Challenge area, which will be used for the conduct of practical workshops.
- Vehicle parking for participating teams, Challenge Management Team, committee, VIP's and spectators.

Event naming

The official name of the event is Australasian Rescue Challenge (add year). The event name can be changed to reflect the host. Some recent examples include Rescue Down Under and Western Rescue. Any name change needs to be approved by the ARRO Committee.

Event safety

Above all else the safe conduct of this event is paramount. Although the whole challenge can be considered a training activity, it should be remembered that many of the participants will be operating outside their normal jurisdiction and environments. Therefore, vigilance to ensure safe work practices and adherence to local safety regulations is critical. The host is expected to appoint a Safety Officer (refer to personnel requirements in Appendix 5) for the duration of the event. ARRO may also appoint a Safety Officer to look after its own interests if deemed necessary. If there is any doubt regarding any work practices in relation to the conduct of any element of the challenge, this should be referred to the local workplace safety advisory authority for advice.

Specific elements of the event program

Scenario Preparation

Based on the suggested program, the vehicles to be used in the scenarios should be delivered on site four (4) days prior to the challenge commencing. This will allow scenario preparation to take place. This involves a small team ensuring all fluids are drained from the vehicles, fuel tanks and batteries are removed and any SRS equipment rendered inert (technique used will be based on advice from the vehicle supplier). A list of equipment to carry out this function is attached as Appendix 4. Appropriately licensed equipment operators will also be required for this function. It is recommended that the host appoint a safety officer to oversee the activities.

Bump in (Venue set up)

Generally the venues selected to host the challenge are used for other purposes (e.g. showgrounds and the like). Therefore, access is generally on a user pays basis and must be negotiated around other bookings. To ensure a smooth bump in and set up for the challenge, hosts are strongly encouraged to develop an efficient bump in plan to ensure all the logistics aspects of equipment, resources and people arrive in the right place at the right time.

Opening function

Opening functions vary from event to event, usually to meet local needs. The host has the discretion to vary its nature and extent. ARRO recommends that a standard meal be provided as finger food has not been successful. In the past, the most successful functions have been barbecues. The type of function may vary in line with budget, Ministerial requirements or program timing, and may be an opportunity for sponsorship. That is, a sponsor may wish to host the opening function (this should also be discussed with ARRO to ensure there is no conflict with ARRO sponsors). This function may be an opportunity to add a bit of local flavour to the event.

Assessor's Workshop and Challenge Management Team Briefing

On the day before the Rescue Symposium, ARRO conducts an Assessors Workshop. This is usually a full day activity and requires a classroom type environment for around 25 people as well as a practical venue. The ideal is a location close to the challenge venue, which then allows everyone to move to a pit for the practical.

The workshop consists of a briefing for all members of the ARRO Challenge Management Team (CMT), plus training for shadow (trainee) assessors. The ARRO team then undertakes a practical scenario, for which a full set of tools will be required as part of the learning process. These tools can be then moved to the pits before the challenge commences.

Access to morning and afternoon tea and lunch will be required.

Rescue Symposium

The host in conjunction with the ARRO technical committee will formulate the program and content of the symposium. The host should capitalise on local knowledge and expertise and is encouraged to put forward suggestions for content. Past feedback from participating teams has promoted the following subjects:

- New cutting techniques and new tool technology
- New car technology including hybrid cars
- Medical aspects of rescue
- Heavy vehicles and buses
- Techniques for 4WD vehicles
- World's best practice in road rescue
- Assessors demonstrating a scenario in each class

Teams have also expressed a strong desire for 'hands on' activities or demonstrations. This can be difficult to achieve with around 150 –175 people in attendance, therefore an innovative approach to the conduct of the symposium is encouraged. Past symposiums have ranged from a full day sit down conference, through outdoor demonstrations, to live video feed into an auditorium for demonstrations to be seen 'up close'.

The exact nature of the program will determine the venue requirements.

It is also worth remembering that the sale of additional tickets to attend the rescue symposium can generate additional revenue for the host. It can also create some significant logistics problems if the numbers are allowed to swell beyond the capacity of the chosen venue. In such an instance, preference must be given to the teams and the members of the CMT. However, providing additional places allows members of rescue services that may not be participating in the challenge the chance to learn from attendance at the symposium and possibly become involved in future years.

Team's briefing

This must be conducted at the end of the symposium at the same venue and will be lead by ARRO. It takes about 45-60 minutes and requires a venue large enough for all team leaders, team managers and medics to attend plus all members of the ARRO CMT and a variety of other key people from this year's host agency and next year's hosts. A total of around 90 – 110 should be expected.

At the team briefing, the teams are introduced to the ARRO CMT. Key players from the host organisation should also be present. The rules of the challenge are discussed and any key issues highlighted. There is an opportunity for teams to ask questions on any element of the challenge.

At the end of the team briefing the assessors and pit managers conduct an equipment inspection of items the team wish to bring into the challenge pits. Only items that are approved by the assessors, under the ARRO rules, are allowed.

A suitable PA system is required.

Challenge program

As indicated, the number of teams that register will drive the length of the actual challenge program. All teams will participate in each class of event on offer. Generally three classes are offered, being controlled rescue, entrapped rescue and immediate rescue. These are explained in the ARRO Challenge Rules. In addition to each class, teams are offered a training workshop where they can practice their skills and learn new techniques using the newer vehicles supplied as scenario wrecks. This is a 45 minute session as the fourth activity for teams on the timetable.

The ARRO Technical Committee will develop the final challenge timetable, but as a general guide the sequence for each team in each class will be approximately:

Pit equipment inspection	10 minutes
Isolation for scenario construction	20 - 25 minutes
Undertake scenario	20 to 30 minutes
Make up pit	5 minutes
Debrief from assessors	up to 20 minutes

The challenge timetable is split across 3 days so that they participate in only one class per day. The host's Event Manager should liaise with the ARRO Challenge Coordinator in relation to any timetable issues.

Swap night/Social function

It is the host's discretion whether to conduct a swap night or hold some other form of social function. Any costs associated with this function are the host's responsibility, unless an arrangement is negotiated with ARRO to include a portion of the team entry fee to cover this function, or it is sponsored.

ARRO AGM

ARRO is committed to conducting its Annual General Meeting in conjunction with the ARC each year. This meeting is usually conducted on the Friday or Saturday night and requires a venue with seating, theatre style, for around 30 people, plus a head table for 11 people. The meeting usually runs for about 90 minutes. It is a host responsibility to provide the venue.

Bump out (Venue clean up)

As with bump in, an effective plan is required. Generally this can commence toward the end of the challenge program as the last evolution in each class ends in that pit. Other considerations include:

- Asset recovery (i.e. ensuring all the pit tools and sundry items are returned to their rightful owners)
- Disposal of the wrecks. Generally the local metal recyclers will provide a portable crusher for the volume of cars involved. If Holden supplies vehicles these must be secured until disposed of. For more information see 'vehicles' section of this guide. Revenue from the sale of the scrap metal from the Holden vehicles goes to the host.
- Safety of personnel is critical during the bump out phase. Most people will be tired after a long week. It is recommended a fresh crew be brought in specifically for the bump out program.

Daily 'hot' debrief

ARRO will conduct a daily 'hot' debrief of critical issues from the running of the event that need to be addressed before the start of the next day. All members of the ARRO CMT attend and all members of the host support crew are invited to attend. It is expected that members of the host event team will attend. These meetings generally run for 15-20 minutes and are conducted on site. On the final day a more detailed debrief of the whole event will be conducted.

Closing function

The nature of the closing function is a decision for the host, but should be made in discussion with ARRO. Typically this is conducted as an awards dinner. In past years these have included entertainment as well as time set aside for the presentation of the awards. ARRO determines the awards that will be given from year to year, and will manage the proceedings of the evening.

As a minimum the following numbers attend:

- All members of all teams and their supporters (has been as high as 20 people in the case of one team in the past, but typically around 10)
- ARRO Challenge Management Team (approximately 25), which should all be seated together
- ARRO Executive and guests (approximately 12 including sponsors). ARRO usually hosts sponsors and Executive members sit on head table.
- Event sponsors if included in the event
- Any special guests or VIPs
- Any members of your host event support crew

Within the scope of the evening, about 45 minutes is required for the conduct of the awards ceremony and speeches. A typical example of a running sheet for a dinner based function is attached as Appendix 6.

A suitable PA system is required.

Details of the host plans for this night should be discussed with ARRO.

ARRO Committee

On the day following the challenge presentation ceremony (usually a Monday), the ARRO Committee holds a breakfast meeting usually at the hotel for 11 people. ARRO will liaise with the hotel to arrange this in the restaurant.

Technical aspects of the challenge

ARRO Challenge Management Team and host support crew

ARRO will select all assessors and other key members of the Challenge Management Team, usually around 20-25 people.

The hosts should arrange a support crew to assist with equipment make up, scenario construction and clean up, team isolation, event coordination and score keeping. A complete list of the number of personnel and the required functions is listed as Appendix 5.

In addition, the host should make arrangement for maintenance of rescue equipment and resupply of consumables, e.g. oxygen, etc. It is recommended that this include sufficient flexibility to ensure no time is lost during the conduct of the challenge (i.e. have resources on stand by should the need arise).

Tools and equipment

ARRO requires the host to arrange a complete a set of rescue equipment for each pit. In addition to the standard pit equipment, each pit also requires hydraulic rescue tools as per the challenge rules. Traditionally, the majority of teams have a preference for Holmatro or Lukas equipment. This equipment is generally borrowed from the local agents for each of the tool companies. It is the responsibility of the host to ensure the necessary equipment is available either from their own source, or borrowed from the relevant agent. ARRO can provide contact details for the tool companies if required.

Should a team indicate they have a preference to use an alternate brand, there is no restriction, although it would usually be that team's responsibility to arrange for the tools to be present if they are the only team that has a preference for the particular brand.

In addition to the equipment in each pit, the hosts also need to arrange the equipment listed in Appendix 4 for scenario preparation, wreck transport and clean up. This includes:

- a small amount of equipment in each pit for clean up after each scenario
- a resupply stock of consumables for members of the Challenge Management Team, support crew and participating teams
- a resupply of medical consumables for first aid kits. See the Challenge Rules for a detailed list of requirements.

Overview of hydraulic equipment types for each pit:

- Entrapped: Dual pump;
Mid range spreader;
Largest available cutter;
Rams x 2 (large and mid);
Combi tool;
Chains for spreader;
Small cutter (pedal or mini); and
Ram support.
- Controlled: Dual pump;
Mid range spreader;
Largest available cutter;
Rams x 2 (large and mid); and
Ram support.

Immediate: Dual pump;
Mid range spreader;
Largest available cutter; and
Combi tool.

Specific details of equipment types:

(minimum specifications, higher specification equipment should be placed in the Entrapped Pit first, then cascaded to the Controlled and then Immediate Pits)

Pumps: Dual outlet, petrol powered pump and hand pump equivalents from each manufacturer

Spreaders: Lukas SP310 and Holmatro SP4340 (including adaptors and chains for Entrapped Pit only)

Cutters: Lukas S311 and Holmatro CU4340 NCT or
Lukas S510 and Holmatro CU4335 NCT or
Lukas S511 and Holmatro CU4350 NCT

Combi Tool: Lukas SC350 or SC550 and Holmatro CT4120 or CT4150 or
Lukas LKE55 and Holmatro BCT3120

Rams: Holmatro: Small ram: Ra4331 or Tr4340
Mid ram: Ra4322 or Tr4350
Large Ram: Ra4332 only
Lukas: Small ram: R424 or R410
Mid ram: R422 or R412
Large ram: R414 (1600mm)

Mini cutters: Equivalent models from each manufacturer

Other: Hydraulic hoses - 1 x twin hose reel plus 1 loose hose for each brand or 3 x loose hoses each brand.
1 x standard pressure gauge for daily testing of the pressure changeover valves for both Holmatro and Lukas power units should be made available. A suitably qualified ARRO technical person will check the power units in conjunction with the equipment representative. The equipment reps should be introduced to the ARRO technical committee as early during bump in as possible to discuss and facilitate this process.

Equipment maintenance

The host is expected to ensure arrangements are in place for all repair, maintenance and replacement of equipment should the need arise. The preferred option is to have personnel and equipment on standby on site to carry out any necessary repairs should the need arise.

Casualties and moulage

Live casualties are used for most scenarios during the challenge. It is the responsibility of the host to source these people and ensure they have adequate compensation insurance in the event of injury. The people selected must meet certain criteria that ARRO stipulate. These are detailed in Appendix 3, together with a checklist that each participating casualty must sign. As a guide, ambulance paramedic students or nurses are a good source for such people. In some cases their participation can contribute to their studies as part of their work experience.

Moulage (make up simulating injuries) adds significant realism to the scenarios. The host is responsible for arranging for someone with appropriate skills to provide moulage and cover the cost of their consumables.

The host is responsible for sourcing old clothing for the casualties to wear during the challenge. As a rule four (sets) of clothing would be required for each team competing in the challenge. This allows sufficient clothing to be destroyed (if needed) for each patient in all events of the challenge. It is recommended that casualties wear bike shorts and t-shirts under the provided clothing to ensure self modesty during the event.

The mannequins must be dressed in clothing prior to being entrapped into the vehicles.

The ARRO CMT will arrange injury patterns.

Vehicles

One of ARRO's major supporters is Holden Australia. Through their generous support ARRO has been able to secure late model (often new) Holden vehicles for teams to use during the challenge. This provides a great learning opportunity for many teams that get very little training experience on new vehicles, other than out on the road. The number of vehicles Holden is able to supply varies from year to year and is often subject to the transport cost out of their facility near Melbourne. It is a host responsibility to cover any costs associated with transport to the selected venue.

Subject to the host's budget, it may only be possible to deliver sufficient vehicles to allow each team a late model Holden in one class of event only. If this is the case, additional vehicles will need to be sourced locally from wreckers, councils or any other source. When determining the total number of vehicles required, the hosts should calculate based on 3 vehicles (one per class) for each team registered to participate, plus 3 prop vehicles, plus a number for demonstrations and practical activities during the symposium.

On average ARRO receives up to 24 team nominations for ARC, therefore the host should aim for around 75 vehicles.

Vehicles sourced locally do not require motors, but should be as complete as possible, with all glass in tact, wheels, seats and steering wheel. In other words, they should represent something that could realistically have been driving down the road before being involved in a crash.

In exchange for the provision of vehicles by Holden, ARRO provides an undertaking that no items will be taken from any of the vehicles before they are crushed (after the challenge). As many of the vehicles are test and evaluation vehicles, it is critical that this commitment is honoured by the host agency. To that end, overnight security should be arranged, at the expense of the host, to ensure the vehicles remain secure. Holden take this agreement very seriously and have in the past threatened

to cancel their national transport contract on the spot, when one employee of that contractor was caught removing items from a vehicle being provided for a challenge.

In accordance with the ARRO policy for Holden vehicle management and the agreement ARRO has with Holden the following is to occur:

1. No less than 2 months prior to the date the vehicles are to be despatched from Holden, an agreement needs to be signed with Holden, providing the following information:
 - Full details of ARRO including address and ABN
 - Name of the event and dates
 - Full address of the facility where the vehicles will be stored and used
 - ARRO contact name for the agreement title
 - Postal address for paperwork
2. The host is to arrange a secure location to store the vehicles from the time of receipt to the time of destruction. This should ideally be part of, or as close to, the venue of the challenge as possible.
3. On receipt of the vehicles the host is to photograph each vehicle from two angles (e.g. front right and rear left) for security and identification purposes and as a record of the condition in which the vehicle arrived. Vehicles will all be identified by an ARRO sticker placed in the top centre of the windscreen with a sequential number within the consignment.
4. The host will need to arrange the draining of fluids and preparation of the vehicles as detailed in the scenario preparation section of this guide. Actual 'massaging' to prepare the vehicles for the scenarios will be undertaken by the ARRO Technical Committee.
5. The host must arrange for a scrap metal company to attend and crush all the vehicles including all parts that may have been removed by teams during the course of the challenge. Any revenue paid by the scrap metal company may be retained by the host. The host is responsible for supervising this process and photographing each car after destruction. Holden will usually send a representative to observe the process. A destruction certificate will be provided by Holden for each vehicle and this must be signed by the host's representative and then returned to Holden.

Props

Props add significant realism to the challenge and every effort should be made to procure or borrow them for the challenge. Some props will be expected to bear the weight of a primary or secondary vehicle and they must be suitable for this task and not present any undue hazards to the scenario. Early liaison in the planning for the challenge with the ARRO Technical Committee on this issue is critical to the success of the scenario design preparations.

Props typically would be:

- Timber power poles (including wires)
- Traffic light poles (including wires)
- Street signs
- Lengths of road side Armco
- Motorbikes (with helmet)
- Other vehicles
- Concrete pipes/culverts
- Any natural features provided by the pit layout
- Concrete/plastic traffic dividers
- Secondary vehicles of similar size to primary vehicle, light trucks, tilt tray trucks, forklifts, tractors etc.

- Any other items that can be utilised to add realism to the scenario and can be managed in the allotted set up time.
- Ideally a suitable anchor point for winching and stabilising operations should be available in each pit. (A forklift can be used for this).
- A flat deck single axle truck trailer.

Rules

ARRO determines the challenge rules from year to year. These are always published in advance on the ARRO web site (www.arro.org.au) and only apply to the current year.

Scoring

ARRO has developed an Excel spreadsheet to assist in tallying scores from the teams. Progressive scores are not announced and secrecy is a key element of the challenge until the winners are announced at the presentation ceremony.

Accommodation

Where practical a single hotel should be identified as the event hotel and a special rate negotiated for people who book and stay at the hotel as part of the challenge. Typically such a venue can expect to receive booking for around 500 room nights. If the hotel also has adequate function facilities for the other event functions, it becomes a focal point for the after hours and social functions during the challenge, and could eliminate some of the transport requirements.

Where the single hotel option is not possible, a range of other accommodation venues should be identified and list with contact details, rates and facilities identified. This can form part of the pre-event information circulated to teams and agencies when they register to participate in the challenge.

As part of the process of identifying accommodation venues, a single venue capable of housing all members of ARRO Executive and CMT should be identified. This will require approximately 20 rooms.

The host is responsible for arranging the accommodation for the ARRO Executive Committee Members (usually about 20 room nights). ARRO will fund this cost.

Catering

Catering needs to be arranged on site at the challenge and for each of the other functions and activities arranged by the host (e.g. opening, social night, symposium, closing). Teams are always responsible for the cost of their own catering, either by paying directly, or as part of their team entry fee, which cover 6 participants only. Additional team supporters have to pay to attend any of the pre-arranged functions. The host should negotiate the cost of these functions into the team entry fee struck by ARRO before the event.

The host is responsible for providing meals during the challenge days for members of the ARRO CMT and the host support crew.

Administration

Seeking team entries

The host is responsible for managing the registration process and collecting all team entry fees. Team registrations must take place on a registration form approved by ARRO and be accompanied by all the specified documentation. ARRO can provide samples of these documents on request. The final registration form must be approved by ARRO before being released.

Registration should open at least 90 days before the challenge commences and close around 60 days before the challenge. In order for this to take place, the registration paperwork must include the following information:

- Full address of the venue
- Details of accommodation options for teams
- Cost per head of each of the functions being planned
- Outline of program for the challenge

Hosts should note that the challenge rules state that teams that withdraw less than 45 days before the challenge commences will forfeit their entry fee.

Web site

ARRO updates its web site regularly in the lead up to the challenge with event information. The host is encouraged to establish a web page of their own detailing arrangements for the challenge that ARRO's web site can point to. Details of the exact dates of the challenge should be agreed to at least 6 months before hand so these can be posted on the ARRO web site.

Welcome kit

The host is responsible for developing and providing a welcome kit to each team and member of the ARRO Executive and CMT, plus any other VIPs that attend. The kit, as a minimum should include the following:

- List of teams participating, their biography (with respect to challenges) and a team photo
- Challenge Management Team list
- Event program
- Challenge timetable
- Challenge rules, assessment guidelines and score sheets
- Welcome letter from ARRO President

In addition, the kit can also contain:

- Give away items from event sponsors
- Recognition of event sponsors
- Welcome letter from relevant VIPs
- Local emergency contact numbers
- Local tourist information and maps

Ticketing

It is recommended that all functions are ticketed events as a way of controlling numbers. Tickets can be distributed to teams and other officials with their welcome kits. Requests for tickets to functions usually continue up to the date of the event and 'entry by ticket only' is the simplest way to manage guest numbers and the associated cost of conducting the function.

Trophies

ARRO determines the trophies and awards for each challenge. In general ARRO provides a perpetual trophy for the winner of each class (entrapped rescue, immediate rescue and controlled rescue) and for the overall Australasian Champion. The host is responsible for providing individual medallions (x 6) and a keepsake trophy or plaque, for each of the following:

- 3rd, 2nd and 1st Entrapped Rescue
- 3rd, 2nd and 1st Immediate Rescue
- 3rd, 2nd and 1st Controlled Rescue
- 3rd, 2nd and Overall Australasian Winner

In addition a single plaque for the team/individual to keep is required for each of the following:

- Best technical team
- Best medical team
- Best team leader

In addition, the host is responsible for providing a recognition award to each member of the ARRO CMT for their commitment to assist in the conduct of the challenge (approximately 25).

ARRO has a preferred supplier but the use of this provider is optional. Some challenge hosts have designed awards that have a local flavour. ARRO needs to approve art and design for any trophies before they are manufactured. All trophies must include the ARRO logo.

Photography and video record

The event is usually a major project for the host agency and it is recommended that a professional photographer be engaged and, possibly a video operator to capture the event. This could be as simple as having a photographer for a few hours on a particular day of activities, or ensuring all key events are recorded. Team photos are very popular and hosts should consider providing a professional service for this aspect at least. It has also become common in recent years for the host to provide each team with a video record of their events to assist in the learning process.

Transport

If the host intends to provide team transport, then a transport timetable for the teams needs to be developed for inclusion in the welcome kits. This is typically based on four return trips between the recommended accommodation and the challenge venue each day.

The hosts are also required to provide transport for the ARRO CMT each day between their accommodation and the challenge venue. This is usually in the form of a mini bus capable of seating the 25 members of the CMT. A second car is always useful as one or two members of the team will always need to travel slightly earlier and later than the main group.

Communications

A simplex radio communications network is essential to ensure the smooth running of the ARC from start to finish. It is a host responsibility to provide all the necessary radios, spare batteries, chargers, appropriate frequencies and support personnel for this to occur. The nature of the communications will generally be relatively relaxed and on occasion high volume. It is recommended that two non-operational channels be allocated. One as command channel and the other as an operational chat channel for use by the scenario managers and forklift operators. In addition, the host should identify one person that has suitable technical/communications skills to manage the equipment should there be a problem. This person should manage the issue and return of radios each day and charging of batteries overnight. They should also be able to trouble shoot any problems that may occur during the event. This does not need to be a dedicated role but the person needs to be available at short notice should a problem arise.

The hosts should ensure there are at least 15 radios available.

Financial management

ARRO will work with the host to either budget for the challenge or seek sponsorship to cover the costs. Potential sponsors come from supporters of the emergency service industry as well as those organisations involved in the road safety industry. Any sponsorship arrangements for the event must not be in conflict with ARRO sponsors, and should be approved by ARRO prior to any final agreement.

The host may choose to conduct a formal trade exhibition as part of the challenge, which is one way of raising considerable revenue to cover the running costs of the challenge.

Should the host decide to conduct a formal trade exhibition, corporate members of ARRO (companies selling rescue equipment) are entitled to a 20% discount on the purchase of exhibition space.

Team entry fees

ARRO will seek expressions of interest (EOI) for teams to participate in the forthcoming Australasian Rescue Challenge. To secure a place teams will be required to pay a holding deposit to ARRO, which ARRO will retain as its 'licence fee' to cover the cost of travel, accommodation and meals support to ARRO Challenge Management Team (CMT) members. ARRO will review this fee from year to year. All of the CMT expenses will be paid for by ARRO. Teams registering an EOI from agency members of ARRO will attract a "member's discount" (AU\$250), in accordance with the Challenge Rules, off the full cost of the ARRO deposit.

Expressions of interest will close approximately 3 months prior to the challenge, at which time ARRO will forward a list of teams approved to participate in the challenge to the hosts. The hosts will then be able to commence communication directly with the teams and seek the host's team registration fee to confirm their full participation in the challenge.

When setting the team entry fee, the hosts should take into account that the fee is expected to cover:

- Attendance at any host organised functions for 6 members of each registered team.
- Attendance at the host sponsored rescue symposium for 6 members of each registered team.

Merchandise

Another effective way of generating revenue is through the sale of event specific merchandise. Feedback from participants at past challenges has shown that t-shirts, polo shirts and baseball caps are the most popular items. Common markings include the name, date and location of the challenge, a challenge specific logo and the ARRO logo. The use of the ARRO logo must be negotiated with ARRO and 10% of profit achieved from the sale of such goods will be paid to ARRO.

Sponsorship

Some events have been strongly supported by sponsorship. Any event sponsorship needs to be approved by ARRO, as the event organiser, and event sponsorships must not conflict with sponsorships supporting ARRO.

It is strongly recommended that sponsorship arrangements be clearly defined in writing so that sponsors have no doubt as to their expectations. ARRO can provide examples of how this has been arranged in the past. ARRO can also provide further advice on sponsorship and hosts are invited to contact ARRO to discuss this further.

Appendix 1 – Project task list

TASK	WHO	COMMENTS/SUGGESTED PROVIDER
Corporate and Trade Show		
Team Entries/Registration		
Advise ARRO of per head cost to attend each function and the overall entry fee	Host	
Approve team entry incorporating function costs and fee payable to ARRO	ARRO	
Letter – Invitation to other agencies to assist in hosting event	Host	
Letter – Invitation to rescue providers to enter teams	ARRO	
Form - Team Nominations	Host	Required information to be supplied by ARRO, Host to add content as required, final sign off by ARRO and Host
Form - Accommodation information	Host	
Letter – Invitation to VIPs	Host	
Letter – Invitation to VIPs	ARRO	
Confirm ARRO VIPS attending	ARRO	
Advise ARRO of VIPS attending	Host	
Confirmation team registrations	ARRO	Host to provide ARRO with a list of nominations for approval, prioritising and rejection if more nominations than places available
Arrange system to register and record all attendees	Host	Trade exhibit organiser could provide this service
Trade Show		
Appoint Trade Show Management Company	Host	
Identify an area for Equipment Displays	Host	
Source Equipment Displays	Host	
Arrange catering near trade show	Host	
Media/Publicity		
Establish a web site with challenge specific information	Host	Or by negotiation pass information to ARRO for inclusion on their web site.
Media Releases x 3 (Crushing cars, opening, main day)	Host	Seek advice and input from ARRO
Media release - Invite local media to attend	Host	ARRO can provide advice
Public Relations Bulletin - Internal host promotion	Host	Advice to own members
Media release - Announce winners	Host	In conjunction with winning agency
Opening Function		
Determine nature of function	Host	Discuss with ARRO
Select appropriate venue	Host	
Prepare Opening Ceremony running sheet	Host & ARRO	
Approve Opening Ceremony running sheet	ARRO	
Arrange - Event Photographer	Host	Optional but recommended
Arrange catering	Host	
Other Social Function (Swap Night)		Host's discretion to determine if to hold one
Determine nature of function	Host	Discuss with ARRO

TASK	WHO	COMMENTS/SUGGESTED PROVIDER
Select appropriate venue	Host	
Arrange catering if required	Host	
Challenge Awards		
Order Trophies for Challenge	Host	Kingston Trophies (ARRO recommended supplier) 03 9580 8440
Order Thank you gifts for CMT	Host	
Arrange delivery of trophies	Host	
Arrange with last year's winners to return perpetual trophies	ARRO	
Closing Function		
Determine nature of function	Host	Discuss with ARRO
Book venue	Host	
Determine cost and arrange ticketing if required	Host	
Confirm numbers attending	Host	
Arrange - Entertainment	Host	
Arrange catering	Host	
Award presentation section of function	ARRO	ARRO manages program
Arrange - Event Photographer	Host	Optional but recommended
Accommodation		
Identify & negotiate special rates	Host	
Recommend single venue for all ARRO requirements	Host	
Book ARRO accommodation	Host	
Pay for ARRO accommodation	ARRO	
Provide accommodation information to teams	Host	Refer to the web site for all options and rates
Manage VIPs		
Meet and escort during event	Joint	
Hospitality arrangements	Host	To be shared by both Host and ARRO
ARRO Meetings		
Arrange venue for ARRO AGM	Host	Approx 50 people attend for 90 minutes
Arrange venue for ARRO Committee meeting after challenge	ARRO	
Event Management		
Budget		
Develop Host budget	Host	
Establish Account Structure	Host	
Event Program		
Develop Event Program	ARRO	In consultation with host
Develop challenge timetable	ARRO	
Develop Team Briefing	ARRO	
ARRO Challenge Management Team		
Seek expressions of interest for roles in ARRO CMT	ARRO	
Select people to fill roles	ARRO	

TASK	WHO	COMMENTS/SUGGESTED PROVIDER
Develop Challenge Management Team Info Package (Pre-Event)	ARRO	In consultation with Host
Advise times they will be required	ARRO	In consultation with Host
Develop Assessors Workshop & CMT Briefing Program	ARRO	
Conduct CMT briefing & workshop	ARRO	
Develop Event Documentation		
Update rules and assessment guidelines	ARRO	
Distribute rules and assessment guidelines	ARRO	
Distribute General Information Package to Teams	Host	In conjunction with ARRO
Provide host with master documentation to copy	ARRO	
Photocopy Score Sheets for Assessors	ARRO	
Copy rules, timetables, etc for welcome kit	Host	
Develop welcome kit for teams	Host	In conjunction with ARRO
Prepare ARRO material for welcome kit	ARRO	
Update Event Scoring Program to suit number of teams	ARRO	
Rescue Symposium		
Identify and book venue	Host	
Develop Program	Host	In conjunction with ARRO
Arrange Speakers / Facilitators	Host	
Confirm Numbers	Host	
Arrange – Tickets	Host	
Arrange - Seating requirements	Host	Estimate 200 - 220 attendees
Arrange Resources appropriate to presentations	Host	In conjunction with speakers
Event Transport		
Determine if transport will be provided for teams	Host	Host's discretion
Infrastructure and Resource Management		
Venue Operations		
Select and book venue	Host	
Ensure site meets all requirements as advised by ARRO	Host	Liaise with ARRO
Site Inspection	Host	Arrange for inspection when ARRO Executive meets
Source a Map of Facility	Host	
Arrange secure location for storage of equipment on site	Host	
CMT & Support Crew Catering		
Arrange Morning / Afternoon Teas	Host	
Arrange Lunches (Challenge Days)	Host	
Arrange Lunches (Rescue Symposium)	Host	
Arrange Lunch for Workshop (Assessors)	Host	
Advise Caterer of numbers & finalise meal requirements	Host	
Arrange Meal Voucher System for CMT and support crew	Host	

TASK	WHO	COMMENTS/SUGGESTED PROVIDER
Cleaning Services		
Select and Book Cleaning Services	Host	
Arrange Mini Skips (3x3mtr x 4)	Host	
Arrange Wheelie Bins for spectator areas and pits	Host	
Arrange Cleaning Daily - Toilets, Empty Bins	Host	
Arrange Cleaning Post Event	Host	
Arrange Cleaning of outside area	Host	
Administration & Communication Resources		
Radios & Headsets	Host	
Arrange radio channel allocation	Host	
Mobile Phone for Event Duty Officer	Host	
PA System	Host	
Generator and Power Leads	Host	
PC and Printer for admin and registrations	Host	
Provision of facility for colour photocopying at venue from bump in day 1	Host	ARRO will require access from day 1
Data Projectors for Learning Workshops	Host	
AV Equipment for Rescue Symposium	Host	Hire in if funds available
Filming of teams during challenge scenarios	Host	
AV Equipment for Dinner	Host	
Develop 'key contacts' list on a lanyard card	Host	Seek input for ARRO contacts
Event Signage		
Arrange Signage	Host	
External - Australasian Rescue Challenge	Host	
Pits – Controlled, Entrapped & Immediate	Host	
Teams Report Here	Host	
1 x A4 Team Name - equipment dump	Host	
Masking Tape for layout of team rooms	Host	
No Entry, Event Staff Only	Host	
Directional Signage (Toilets, Team Reg, Café)	Host	
Team Isolation 1,2,3 (A3)	Host	
Confirm Event Signage	Host	
Installation of Event Signage	Host	
Event and ARRO sponsor recognition	Host	Input from ARRO required
Infrastructure and Equipment		
Arrange enclosed facilities for isolation, debriefing & moulage (7 required)	Host	Tents, marquees or ATCO huts
Arrange traffic management system to separate forklifts	Host	
Arrange raked seating (bleachers) in challenge area	Host	For spectator viewing
Arrange – Tables and Chairs for pit crew rest area	Host	
Arrange - tables and chairs x 10 for each isolation area (x 6)	Host	
Arrange - 1 Table and 10 Chairs (Casualty prep area for moulage)	Host	

TASK	WHO	COMMENTS/SUGGESTED PROVIDER
Arrange - VIP hospitality facilities	Host	
Arrange - Event Parking	Host	
Arrange - Event Parking Voucher Allocation	Host	
Arrange transport for ARRO CMT helmets to venue	ARRO	
Arrange dedicated standby of local Ambulance Service for 'No duff' calls	Host	
Arrange Water filled road barriers (pit boundary) - 110m	Host	May vary depending on venue layout
Arrange - 2T Forklift, side shift, tyne extensions (with locking pins) x 2	Host	
Arrange - 4T Forklift, side shift, tyne extensions (with locking pins) x 2	Host	
Arrange – 32tonne excavator for scenario construction (min 2-3 days)	Host	
Scenario Props		
Arrange – Props	Host	
3 x Concrete Barriers	Host	Roads authority
1 x Power Pole Base	Host	
1 x Power Pole and Cross Arm + 3m cable	Host	Power company
1 x Power Pole Street Light Arm and head	Host	Power company
1 x Motorbike	Host	Wrecker
1 x Motorbike Helmet	Host	
1 x Concrete Storm Water Pipe	Host	
9 x Mannequin	Host	"Rescue Randy" or "Tough Kelly" style mannequin 1 x life Tec type multi trauma type removable limbs
9 x Overalls for Mannequin	Host	
1 x 600 x 450 U shaped Concrete Block	Host	
1 x Traffic Light Pole	Host	Roads authority
1 x Section of Armco Railing (2-3M)	Host	Roads authority
1 x truck flat deck single axle trailer	Host	
Arrange storage of props	Host	
Arrange transportation of props	Host	
Challenge Pit Equipment		
Source Rescue Tools	Host	All brands requested by teams (where practical)
Source Protection Kits	Host	
Source rescue equipment for each pit as per ARRO list	Host	
Confirm rescue equipment for each pit as per ARRO list	Host	
Confirm arrival and collection of hydraulic rescue tools from each tool supplier for the brands being used	Host	
Arrange Medical Equipment	Host	
Arrange Face Masks and Hoses	Host	Ambulance Service - 1 per scenario (approx 75)
Arrange Oxygen Equipment	Host	Ambulance Service - ensure a spare
Arrange Pick-up of Medical Equipment	Host	
Arrange Oxygen Cylinders	Host	Ensure an ample reserve or re-supply arrangement
Arrange Air Cylinders	Host	Ensure an ample reserve or re-supply arrangement

TASK	WHO	COMMENTS/SUGGESTED PROVIDER
Check compatibility of cylinders with Air Equipment	Host	
Arrange Absorbent materials for oil/fuel spills	Host	Fire Service
Source 6 Stop Watches	Host	Used by Assessors
Arrange - 3 x Industrial Vacuum Cleaners for glass removal	Host	Cleaning Services
Assemble Pit Tools	Host	
Equipment Maintenance		
Arrange stand by repair services	Host	
Challenge Vehicles		
Source / Arrange number of vehicles - HOLDEN	ARRO	On advice from Host regarding transport budget
Source / Arrange number of additional vehicles	Host	If required
Arrange Security for vehicles	Host	
Transport of non HOLDEN vehicles	Host	
Receive vehicles	Host	
Prepare vehicles - drain fluids	Host	
Arrange - Fluid Drums for removal off-site	Host	
Prepare vehicles - construct scenarios	ARRO	With assistance from host support crew
Arrange Crushing and Removal of HOLDENS	Host	
Arrange Crushing and Removal of non-Holden vehicles	Host	
Prepare Challenge Venue (Bump In)		
Scenario Preparation area	Host	
Design Pit Layout	Host	
Approve pit layout	ARRO	
Arrange Isolation and Debrief Areas	Host	
Arrange spectator areas	Host	
Design scenarios	ARRO	
Provide list of props required	ARRO	
Determine number of vehicles	ARRO	
Construct pits	Host	
Prepare Bump Out		
Plan Bump Out	Host	
Carry Out Bump Out	Host	
Arrange Consumables		
Barricade Tape	Host	Estimate 6 rolls
Safety Glasses / Gloves	Host	Estimate 20 pairs of each
Dust Masks	Host	Estimate 100
Ear Plugs	Host	Estimate 100
Bottled Water for teams and CMT	Host	Estimate 3000 bottles
Spray Paint for vehicle markings	Host	Estimate 5 cans
Sun Screen	Host	Estimate 3 containers
Fuel and oils for rescue tools	Host	Estimate 20 litres
Duct Tape	Host	Estimate 20 rolls
Blades for Reciprocating Saws	Host	Estimate 50
Containers for collecting oil/fuel from cars	Host	Estimate 6 x 200litre drums

TASK	WHO	COMMENTS/SUGGESTED PROVIDER
Bag of rags	Host	
Resupply of consumables from first aid kits	Host	
ARRO vehicle preparation check list stickers	ARRO	
Support Crew Personnel		
ARRO Challenge Management Team		
Advise number of people in ARRO CMT	ARRO	
Identify Event Support personnel to support ARRO CMT		
Arrange personnel to fill all roles as per list in guide	Host	
Brief Support Personnel		
Develop Personnel briefing notes	Host	
Manage Meal Voucher allocations	Host	
Arrange - Event Duty Officer Roster	Host	
Event Casualties		
Arrange Casualties	Host	Ambulance paramedic students or nurses
Confirmation of Casualties	Host	
Arrange Moulage provider	Host	
Ensure casualties meet ARRO requirements	Host	
Ensure casualties have appropriate insurance cover	Host	
Ensure casualties complete ARRO checklist	ARRO	
Arrange Casualty Clothing	Host	
Brief casualties	ARRO	
Provide Scenarios to Casualties Manager	ARRO	
Provide safety glasses for casualties	Host	
ARRO CMT Transport		
Airport Pick-ups for ARRO CMT if necessary	Host	
Shuttle Bus for Challenge Management Team	Host	
'No duff' First Aid Requirements		
Arrange on site first aid	Host	
Arrange personnel	Host	
First Aid Supplies	Host	

Appendix 2 – Sample host budget

Item	Amount	Notes
Income		
Sponsorships from various sources		Optional if available
Team entry fees	\$67,200.00	Estimate 21 teams @ say \$3200 each
Revenue from Trade Show		Optional if having a trade display
Total estimated income	\$67,200.00	
Expenses		
ARRO		
Fee per team	\$10,500.00	21 teams @ \$500 per team
Travel subsidy for ARRO CMT members	NIL	ARRO to fund estimate \$20,000
Bed & breakfast for CMT members	NIL	ARRO to fund estimate \$20,000
Dinners for ARRO CMT members	NIL	ARRO to fund estimate \$5,000
Advertising and Marketing	\$ 2,500.00	
Event Video Production	\$ 4,000.00	
Event Catering		
Tuesday bump in crew lunch	\$225.00	15 people @ \$15 per head
Wednesday Assessors workshop lunch	\$450.00	30 people @ \$15 per head
Wednesday bump in crew	\$135.00	9 people @ \$15 per head
Friday EMT and pit crew lunch	\$855.00	25 CMT + 32 crew @ \$15 per head
Saturday EMT and pit crew lunch	\$855.00	25 CMT + 32 crew @ \$15 per head
Sunday EMT and pit crew lunch	\$855.00	25 CMT + 32 crew @ \$15 per head
Monday bump out crew lunch	\$225.00	15 people @ \$15 per head
VIP Meal Vouchers / Hospitality	\$250.00	
Tea and coffee stations throughout	\$875.00	Estimate 350 cups @ \$2.50 each
Water for teams and event staff	\$1,800.00	Estimate 900 bottles @ \$2.00 each
Rescue Symposium - Thursday		
Catering	\$3,300.00	Estimate 220 people @ \$15.00 per head
Morning and afternoon tea	\$1,100.00	Estimate 220 people @ \$5.00 per head per day
Speakers Notes on CD	\$330.00	100 CDs at \$3.30 each
Guest Speakers (Fee, Travel & Accommodation)	\$1,500.00	
AV Hire	\$4,500.00	Include live video feed facility & operators
On line registration	\$2,500.00	Formal conference registration
Item	Amount	Notes
Expenses (cont'd)		
Challenge		
Venue hire	\$36,000.00	Subject to venue choice
Site cleaning & waste management	\$1,500.00	
Transport of Holden vehicles	\$45,000.00	Estimate \$600 per vehicle (75) Consult with ARRO
Hire of demountable buildings	\$2,500.00	
Bus hire	\$2,000.00	
Temporary fencing	\$1,550.00	For Holden vehicle security
Security patrols	\$2,900.00	For Holden vehicle security

Crane hire to move bleachers (seating)	\$1,900.00	Bump in and bump out
Plant equipment - Excavator	\$1,580.00	For scenario construction
Water filled barriers	\$660.00	Pit boundaries
Forklifts	\$2,300.00	
Forklift gas	\$550.00	
Forklift diesel	\$60.00	
On site First Aid (dedicated standby)	\$2,500.00	
Forklift repairs	\$200.00	
Mannequin Transport	\$250.00	
Consumables for pits (All Tools)	\$600.00	
Moulage	\$2,400.00	Consumables provided for make up
Disposable oxygen masks	\$350.00	One for each scenario
Oxygen (BOC gases)	\$400.00	Sufficient for all scenarios
Purchase/construct props	\$300.00	For scenarios
Transport of props	\$450.00	
Signage	\$500.00	Around venue
Sponsor boards	\$1,000.00	
Team & Officials Welcome Kit	\$1,000.00	
Professional photography	\$1,000.00	
Printing of Team & Group Photos	\$100.00	
Event shirts and caps - EMT and support crew	\$3,700.00	

Accommodation and evening meals

Accommodation host personnel	\$4,000.00	
Meal expenses host personnel	\$1,000.00	
ARRO Exec accommodation	NIL	ARRO to fund estimate \$10000

Presentation Dinner

ARRO Officials & CMT x 35	\$2,100.00	Estimate @ \$60 per head to put on
Support Crew Appreciation Night	\$1,000.00	
Medallions and trophies	\$1,500.00	
Entertainment	\$2,500.00	
AV hire	\$2,500.00	

Total Estimate expenditure	\$164,605.00	
-----------------------------------	---------------------	--

Overall Surplus/ (Defecit)	-\$97,405.00	
-----------------------------------	---------------------	--

Appendix 3 - Casualty requirements

The following is a list of criteria for prospective casualties for Australasian Rescue Challenges: -

- Height 1.5 to 1.9 meters;
- Weight 65 to 85 kilos;
- Must be over 18 years of age;
- Must be physically flexible with no history of cardiac or respiratory illnesses;
- Must not have incurred any fractured bones within the previous twelve (12) months;
- Must not be claustrophobic and be able to handle loud noises and be prepared for rescue procedures to occur close to them;
- Must not have been in a serious road traffic crash;
- Must be covered by insurance from their own agency;
- Preferably have a current first aid certificate;
- Be aware they will be placed in a wrecked vehicle;
- Be aware that moulage (make up) will be used to simulate injuries;
- Do not over react to questions asked or situation;
- Be prepared to be examined by attending first aider/paramedic; and
- Be prepared to receive treatment as per injuries received; be willing to wear old clothes which may be partially cut or removed by the treating first aider/paramedic to examine any simulated injuries.

Notes:

1. In relation to the last dot point, all rescue teams are briefed before the challenge that excessive removal of clothing which may compromise the dignity of the casualty will not be tolerated and may result in their disqualification.
2. Casualties will be required to wear safety glasses and gloves when directed by members of the ARRO Challenge Management Team.

CASUALTY CHECK LIST

This form is to be completed by each person participating in the road accident rescue challenge as a casualty. Strict confidentiality will apply to any information presented. The checklist has been designed as a means of identifying any possible health conditions and situations that may stop you participating as a casualty in emergency situations. Please present this form to the Casualty Manager when completed.

Name: _____

Address: _____

STATEMENT	YES	NO
My height is between 1.5 and 1.9 meters		
My weight is between 65 and 85 kilos		
I am over 18 years of age		
I am on medication and have advised the Casualty Manager accordingly		
I am physically flexible with no history of cardiac or respiratory illnesses (such as asthma, epilepsy, blood pressure, pregnancy, depression, back problems or similar conditions)		
I have not have incurred any fractured bones within the previous twelve (12) months		
I am not claustrophobic and can handle loud noises and I am agreeable to being placed in a wrecked vehicle and accept I am willing for rescue procedures to occur close to me		
I have not have been in a serious road traffic crash		
I am covered by insurance from my own agency		
I do have a current first aid certificate		
I have received a briefing on the requirements of my role		
I fully understand the nature of my required role, which includes: - the application of moulage to assimilate injuries; no overacting to the situation; examination for injuries and treatment of same by attending officers		

Next of kin contact details:

Name: _____

Address: _____

Phone Number: _____

Signature at registration of challenge: _____ Date: _____ Time: _____

Signature at completion of challenge: _____ Date: _____ Time: _____

Appendix 4 – Plant equipment for scenario preparation and wreck transport

The process of vehicle preparation requires significant planning and a small team of well equipped and ideally mechanically minded people to manage the process. This involves removal of all fluids and batteries from vehicles prior to them being crushed by the ARRO scenario design team.

The following equipment and qualified operators is required at least 3 days prior to the commencement of the challenge proper to facilitate scenario preparation.

Scenario preparation equipment:

- Fork lifts x 4 for the preparation, staging and clean up stages of the challenge. Two will need to be All Terrain Vehicle (ATV), capable of moving over uneven ground. Two will need to be factory type for movement over flat surfaces. All forklifts will require extension fork slippers with locking pins, spare fuel and back up service.
- One Tracked or wheeled Excavator (20 tonne) for use in preparing the vehicles for the scenarios.
- Approved device to stop forklifts dropping while holding vehicles during fuel drainage and fuel tank removal
- One utility/trailer with air operated wrench and chisel for fluid removal.
- Decanting facilities to drain residual fuel from vehicle tanks
- Fluid storage containers (6 or 7 x 200 litres) for drained fuel. This can be disposed of at the local fire service training ground or any other facility as appropriate to local regulations.
- A number of 20 litre plastic containers cut in half to catch drained fluids
- A suction pump or similar to drain/suck fluids out of brake and clutch cylinders and the like
- Bio-degradable oil/grease remover for any spillages
- Approved environmental protection for decanting and vehicle preparation activities
- Large debris bins x 3
- Two mains powered industrial vacuum cleaners for glass and debris removal from vehicles.
- Industrial floor cleaner (contractor)
- Hand tools, spanners, sockets, screw drivers etc. for each pit
- A cordless drill and spare batteries and large diameter drill bits for drilling holes in fuel tanks that cannot be removed.
- Torches for each pit

In addition the hosts should maintain a supply of fuel for the forklifts and they should be re-fuelled at the end of each day ready for the next. It may also be worth considering bringing in a hydrocarbon waste fluid contractor to dispose of the fuel and oils from the vehicles.

Pit equipment for scenario construction and clean up:

Each pit will require:

- An industrial vacuum cleaner
- Debris brooms
- Shovels
- Buckets
- A debris bin
- Spill absorbent material (kitty litter or similar)
- Approved disposal bins for used absorbent
- Stock of consumables such as dust masks, gloves, safety glasses.
- 12 forklift pallets for moving hydraulic equipment from pit to pit.

Appendix 5 – Personnel requirements

Personnel required to assist with the conduct of the ARC can be divided into two groups. Those provided by ARRO, referred to as the Challenge Management Team (CMT) and those provided by the host, referred to as the support crew. Although most positions clearly fit into one category or the other, some a negotiable subject to the host being able to provide people with the appropriate skill set.

ARRO Challenge Management Team

ARRO is responsible for selecting these people from among its members across Australasia. The host is also responsible for assisting these people with transport and accommodation. The host will also cover the cost of all breakfasts and evening meals for members of the CMT. The host is responsible for providing lunches during the days of the challenge program that members of the CMT are working. For most members of the CMT this will be the day preceding the challenge symposium, the day of the symposium and the 3 days of the challenge. However, for some members of the CMT (e.g. the scenario management team), this may involve several days before and after the challenge proper.

ARRO only or negotiable	Role	Days on site							
		1	2	3	4	5	6	7	8
ARRO	ARRO Challenge Coordinator	✓	✓	✓	✓	✓	✓	✓	
Negotiable	Project/Logistics Manager	✓	✓	✓	✓	✓	✓	✓	✓
ARRO	Chief Assessor			✓	✓	✓	✓	✓	
ARRO	Entrapped Rescue Assessors Command			✓	✓	✓	✓	✓	
	Technical			✓	✓	✓	✓	✓	
	Medical			✓	✓	✓	✓	✓	
ARRO	Controlled Rescue Assessors Command			✓	✓	✓	✓	✓	
	Technical			✓	✓	✓	✓	✓	
	Medical x 2			✓	✓	✓	✓	✓	
ARRO	Immediate Rescue Assessors Command			✓	✓	✓	✓	✓	
	Technical			✓	✓	✓	✓	✓	
	Medical			✓	✓	✓	✓	✓	
ARRO	Shadow Assessor Coordinator/Assessor Mentor C			✓	✓	✓	✓	✓	
	Shadow Assessor Coordinator/Assessor Mentor E			✓	✓	✓	✓	✓	
	Shadow Assessor Coordinator/Assessor Mentor I			✓	✓	✓	✓	✓	
ARRO	Scenario Design Coordinator	✓	✓	✓	✓	✓	✓	✓	
	Scenario Manager 1	✓	✓	✓	✓	✓	✓	✓	
	Scenario Manager 2	✓	✓	✓	✓	✓	✓	✓	
	Scenario Manager 3	✓	✓	✓	✓	✓	✓	✓	
ARRO	Casualty Manager			✓	✓	✓	✓	✓	
Negotiable	Pit Managers Entrapped			✓	✓	✓	✓	✓	
	Controlled			✓	✓	✓	✓	✓	
	Immediate			✓	✓	✓	✓	✓	
ARRO	Workshop Coordinator 1			✓	✓	✓	✓	✓	
Negotiable	Workshop Coordinator 2			✓	✓	✓	✓	✓	
Host preferred or negotiable	Safety Officer			✓	✓	✓	✓	✓	

In each case above, one person is allocated for each role.

Host Support Crew

The host will need to supply a range of differently skilled personnel on each of the days of the challenge in order to assist with the smooth running of the event. The host is entirely responsible for these people, all costs, insurance and provision of appropriate protective clothing during their involvement. The host is also responsible for ensuring any personnel involved in operating plant equipment such as excavators or forklifts are appropriately qualified to do so.

Detailed below is a suggested level of human resources required to effectively conduct the challenge. However, it is the host discretion to provide more or less personnel for the task.

Role	Number of personnel per day										
	Vehicle delivery days			Symposium & Challenge Setup				Challenge			Clean up
	1 st	2 nd	3 rd	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
Host Event Coordinator (to liaise with ARRO)	1	1	1	1	1	1	1	1	1	1	1
Host Logistics Manager (if not appointed by ARRO)	1	1	1	1	1	1	1	1	1	1	1
Volunteer coordinator								1	1	1	
Excavator operator				1	1	1					
Forklift operators	2	2	2	2	2	2	2	4	4	4	2
Vehicle prep team/wreck escorts				2	2	2	2	2	2	2	2
Pit construction team				2	2	2	2				2
ARRO CMT bus driver				1	1	1	1	1	1	1	
Rescue Symposium Registration team							2				
Rescue Symposium crew (MC, IT support, etc)							3				
Team registration desk								2	2	2	
Security escorts for teams when in isolation								3	3	3	
Comms- radio manager								2	2	2	
Pit crew (3 per pit)								9	9	9	
Moulage providers								2	2	2	
Casualties								6	6	6	
On site 'no duff' first aid providers								2	2	2	
Spare/goffer				1	1	1	1	1	1	1	1
Equipment maintenance personnel, fuel/oil removal & (as required)	2	2	2								
Total recommended each day	6	6	6	11	11	11	15	37	37	37	9

Appendix 6 – Sample Awards Night Running Sheet

Time	Action	Who
6.30pm	Guests seated	
6.30pm	Band plays	
6.45pm	Entrée served	
7.15pm	MC welcome	Host or ARRO MC
7.18pm	MC intro ARRO President	Host or ARRO MC
7.18pm	ARRO President speaks	ARRO President
7.22pm	MC intro Minister	Host or ARRO MC
7.22pm	Minister speaks	Minister
7.27pm	MC intros guest entertainer	Host or ARRO MC
7.28pm	Entertainer entertains	
7.50pm	MC thanks Entertainer	Host or ARRO MC
7.50pm	Main course served	
9.00pm	Band bumps out	
9.10pm	MC intros awards presentation	ARRO MC
9.12pm	Order of awards Immediate Rescue Category by Event Sponsor 1 Entrapped Rescue Category by Event Sponsor 2 Controlled Rescue Category by ARRO Sponsor 1 Spirit of the Challenge by Event Sponsor 3 Best Medical Team by ARRO Sponsor 2 Best Team Leader by ARRO Sponsor 3 Australasian Champions by Minister (No speech – just shake hands)	ARRO MC
9.55pm	MC thanks all participants	ARRO MC
9.55pm	Desert served Background music	
10.45pm	Finish	

Additional documents

To assist the host a number of other ARRO documents that are changed from year to year are available in the members only area of the ARRO web site. For access please contact the ARRO Executive Officer and a copy will be provided as well as access to the web site.

Challenge rules

This document sets out the rules for participation in the skills challenge. Hosts should note in particular the requirements around equipment provision in each class and the recommended minimum pit equipment list in the appendix attached to the rules.

Summary of team survey feedback

Each year ARRO conducts a survey of all teams that participate in the challenge. The results are used to guide both ARRO and the challenge hosts to improve the standard of the challenge each year. The most recently available copy of the summary of the feedback is provided to assist in event planning.

ARRO Assessor policy

This will give the hosts an understanding of the high standard expected of the people selected as challenge assessors.

CMT Position descriptions

This document sets out, in broad terms, the roles and functions of each of the members of the ARRO Challenge Management Team. These are not intended to be hard and fast binding duty statements, but more a guide for the individuals about the scope of their role at the challenge.

Challenge risk management plan

This document identifies a list of risks to the challenge and controls in place to manage them.

Challenge Management Flow Chart

This document aligns Host Committee Members with ARRO Executive Committee Members to align tasks associated with the Challenge.