

Task	Sub Tasks	Teamleader	Volunteers for task	Due Date	Comments/Resources	Completed Date
Enduro Committee Meetings Location	Set Dates:					
	Send Email for Attendees (Club) Send Email for Attendees (Xstrata)					
Subregs	Draft Sub Regs		Glen Allen			
	Draft Rules for sub regs		Glen Allen			
	Submit Sub Regs to MQ		Delice	24-Jun-10	Sent	
	Type o Event (Enduro X/Pony express)					
	Application to run Event to MQ					
	Insurance Letter for land owner Permit Received					
Officials	Arrange Officials		Glen Allen			
	Steward		Peter Hankin			
	Clerk Of Course		Todd Anderson			
	Chief Scrutineer		Glen Allen			
	Race Secretary		Melissa Allen			
	Chief Flag Marshall		Alan Rubach			
	1 Pit Marshall/Starter				Require Names	
	2 Pit Marshall/Finisher				Require Names	
	1 Scorer/Time Keeper				Require Names	
	2 Scorer/Time Keeper				Require Names	
Advertising	Hand out flyers Kmart etc.					
	Newspaper Advertising					
	Email Flyer to members					
	Bike Shop Posters					
Ambulance Booking	Book		Delice Aird	21/06/2010		
	Confirm 1 week out					
	Location of Ambulance					
Presentation	Vouchers		Glen Allen			
	Certificates					
Land Organising	Speak to Land owners		Glen Allen			
	Written Approval			13-Jun-10	Recieved	
	Insurance Certificate					
Track Set Up/Pack Up	1 Marking Track person		Ray Small	Andrew Gladstone		
	2 Marking Track person		Alan Rubach	Bruno (contact 0412 204 559)		
	3 Marking Track person		Terry Ohara			
	4 Marking Track person		Ronnie Moren			
	Marking Pits/Parking area		As above			
	Marking Seniors, Juniors and Quads Tracks		As above			REQUIRE ARROWS FROM TRACK OR ORDER FROM MQ, REQUIRE XX HAZ SIGNS, REQUIRE STAPLER, FLAGGING TAPE
	Marking Start		As above			
	Put Up Tent Canteen/Scorers		As above			
	Mark Finish Lanes past scorers tent		As above			
	Dig Toilets, erect male and female and put screen up, toilet paper, triangle		As above			
	Make, Errect Loaction markers to track from City Lights		As above			
	Resources					
Bins						
Scrutineering Point marked						
Canteen	Tent for Canteen		BLUE CORRIGAN			
	Eskys					
	Table					
	Float					
	BBQ and gas bottle					
	Drinks					
	Hotdogs					
	Generator		NOT REQ			
	Alcohol Licence		NOT REQ			
Nominations	Nomination Forms/Put in bike shops					
	Nomination Table person		Andrew Newman			
	Nomination Table person		Kim White			
	Nomination Table person				REQ NAMES	
	Nomination Table person				REQ NAMES	
	Nomination Table person				REQ NAMES	
	One Day Licences organised					

	Nominate Saturday Bike Shop @ (Bike And Rider (table chairs, float, Nomination On Day		NOT REQ			
	White contact cut to size for number plate				REQUIRED	
	Black Marker Pens				REQUIRED	
	Forms For Scrutineers/Officials		DELICE/OFFICIALS BOX			
Scrutineering	Forms For Scrutineers		DELICE/OFFICIALS BOX			
	Stickers for receipt pass of scrutineering for bike & helmet		NOT REQ			
	Clip boards for scrutineering		DELICE/OFFICIALS BOX			
	Set up scrutineer point at scorers tent					
	Chief Scrutineer		Glen Allen			
	1 Scrutineer Assistants		Ray Small			
	2 Scrutineer Assistants				REQ NAMES	
	3 Scrutineer Assistants				REQ NAMES	
	4 Scrutineer Assistants				REQ NAMES	
	5 Scrutineer Assistants				REQ NAMES	
Check Points/Scorers Tent	1 Personnel & Vehicle & UHF Radio		Errol Levers			
	2 Personnel & Vehicle & UHF Radio				Ron Moren - will supply vehicle	
	3 Personnel & Vehicle & UHF Radio					
	4 Personnel & Vehicle & UHF Radio					
	5 Personnel & Vehicle & UHF Radio					
	6 Personnel & Vehicle & UHF Radio					
	Generator					
	Lap tops					
	Paper				REQUIRED	
	6 Chairs, 2 tables				REQUIRED	
	Notice Board, thumb tacks				REQUIRED	
	Printers				REQUIRED	
	Manual Scorer Forms, pens,				REQUIRED	
	Tent for Scorers				REQUIRED	
Sweep riders	1 Bike & Rider & Portable UHF Radio & first Aid Kit		Alan Rubach			
	2 Bike & Rider & Portable UHF Radio & first Aid Kit		Terry Ohara			
	3 Bike & Rider & Portable UHF Radio & first Aid Kit		Ron Moran			
	4 Bike & Rider & Portable UHF Radio & first Aid Kit		Andrew Newman			
	5 Bike & Rider & Portable UHF Radio & first Aid Kit		Aaron McDermott		May have quad for First Aid	
	Quad bike/Truck					
Clean UP	Pack Up Tents					
	Track produce		Alan Rubach			
	Canteen		BLUE CORRIGAN			
	Toilets				TO BE SITED AND HESSIAN/STAR PIQUETS	
	Parking, Scrutineering area, Collect Bins				MARK OFF TRACK FROM SPECTATOR AREA	

**SPECIAL POINTS****RADIO COMMS CHECKED FOR LOCATIONS**

Check points NUMBERED  
 Starter Duty  
 Pit Marshall Duty  
 Finisher Duty  
 Sweep Rider  
 Comms Check for track and relay radio comms  
 Race Formate posted on notice board for all to see

**Forms**

Scorer  
 Check Point  
 Starter  
 Finisher  
 Nomination List  
 Radio Comms List  
 Ambulance Location and Duty  
 Scrutineering Form  
 Riders Brief

Map of area with tracks and check points