

SYDNEY NORTH REGION ROVER COUNCIL



Hints and Tips for Event Organisers

Congratulations! No doubt you have been given this because your Crew is about to have the honour of running one of the fabulous events on behalf of Sydney North Region Rovers. So, I hear you saying, "what on earth do we do next?" Hopefully this document will help you in the planning and organising of your event. It contains such issues as date, theme, venue, activities, catering, promotion, budgets, entertainment, trophies and lots more.

If there are any questions that are not answered here then please ask your friendly RRC Region Events Co-ordinator. It is their job to assist you in running your event in any way possible. If he/shedoesn't have the answers then they'll certainly be able to find them out for you. You can always contact the Rover in this position at rrc.regactivities@sydneynorthscouts.com

Date (All events)

The very first thing that you need to be aware of is the date of your upcoming event. Luckily for you, Region event dates have already been set so you don't have to worry about deciding these. These dates, where possible have taken into account other Region and State activities. They are minimally flexible but must be discussed with the Region Rover Council before being changed.

Region events and their dates are as follows:

- Roventure - February (last full weekend)
- Summer Moot - March (third weekend)
- Service Project Weekend - August (first weekend) - but can be varied
- Kalang Kup - October (third Sunday)
- CRAP Region Dinner (Christmas Rover Annual Party) - November (last Saturday)

Theme (All)

When running an activity, the very first thing you need to decide is the theme. This is best achieved through a Crew brainstorming session. In deciding a theme there are a few things to consider:

- Be creative - think beyond the same old themes that are regurgitated year after year
- How easy will it be for people to dress up? Experience shows that broad themes allow for a wide range of choice and Crews will get into it. Complicated or narrow themes make it difficult for Rovers to get into it.
- Copyright - big (or small) companies don't like people, even Scouts, taking their name, logo or trademarked property without permission, and will have no hesitation in suing you.

Promotion (All)

As soon as you have your theme, start promoting. You know the date, don't worry about the venue. Just start telling people what you do know and who to contact for more information. Try to hand out a simple flyer at the next RRC after it is decided that you're going to run it. This is a crucial aspect of any event. No matter how much effort you put into the event it will be a waste of time if no one turns up. Remember not all Rovers go to RRC, despite how good looking the committee is, so allocate people in your Crew to visit all the other Crews in the Region. Perhaps make a night of it and enjoy experiencing another Crew's activities before promoting your event.

Listed below are ideas for promotion. You should consider doing all of these as you can never over-promote your event:

- distribute flyers and give brief presentations at RRC meetings
- visit other Regions' RRC meetings and distribute flyers
- distribute flyers and give brief presentations at SRC meetings (maybe through RRC reps)
- advertise in any Rover magazine that may be produced, for at least two issues prior to event
- submit a short article to that Rover magazine about what your event will offer
- submit a similar article to the Region magazine "Compass"
- send flyers to all Crews (consider targeting Crew Leaders to ensure information gets through)
- visit all Crews on their meeting nights (Business meetings are best, but let the Crew Leader know that you're coming)
- follow up visits with a phone call
- visit selected Crews from other Regions (possibly in Region where event will be held)
- have Crew members at as many other Region and State events as possible in the months prior to event to talk to people and distribute flyers
- e-mail details of your event via the Region E-mail Bulletin
- ask the RRC Exec to set up an Event on the Sydney North Rover Facebook page
- post details on the Sydney North and NSW Rover Facebook pages, and the Sydney North Rovers Facebook group. Post to other Regions' Facebook groups if relevant (you may have to ask to join those groups first).
- make sure details of your event are shown on the RRC and SRC's websites

If there are Crews in the Region who you know rarely or never come to events, why not make them your challenge, and put some extra special effort into convincing them to come to your event? You never know, you might get them to realise what a great time they've been missing out on!

Roventure Promotions

All the above areas of promotion can be utilised as well as a few others:

- send flyers to all Venturer Units (give them details of the Rover Crew they should be linked with including contact name and number)
- send flyers to all Rover Crews (give them details of Venturer Units they are responsible for linking with, including contact name and number)
- visit all the Zone Venturer Councils
- visit the Region Venturer Council
- ring Venturer Leaders
- send information/flyers to all Zone/District Venturer Leaders
- put details of the event on the Venturer page in the Region magazine and on the Region website, plus post information on other appropriate websites such as Dragon Skin etc.
- post to any relevant Facebook groups, eg. Sydney North Region Venturers etc.

Budgets (All)

Your Crew is running this event on behalf of the Region Rover Council, and as such you are financially responsible to them. Any surplus produced must be passed on to the RRC. The RRC will also cover losses incurred through the running of the event, within reason and providing it has been run competently.

To ensure there are no financial problems, the RRC requires you to submit a budget at least two RRC meetings prior to the event. It must also be submitted to the Region Events Co-ordinator and/or Treasurer one week prior to the RRC meeting. Once approved, any increases in expenditure of 10% of total budget or \$200 maximum must be presented to and approved by the RRC.

In creating a budget, you need to estimate how many participants you expect at the event. As a starting point, look at reports from several preceding years (your RRC Region Events Co-ordinator can help you with these), to get an idea of the numbers they attracted.

The budget should show the following:

- Income
- Float from RRC (where applicable)
- Event fee, including details of any 'early bird' specials or part-event fee
- Expenses
- site fee / hall hire
- advertising / promotions
- entertainment
- activity materials
- facilities eg. generator, port-a-loos
- postage / administration / printing
- skins / trophies
- Saturday night meal (Moots only)
- Moot bags
- miscellaneous eg. petrol, phone calls

Your budget should also indicate the minimum number of participants required to break even, and the total number of participants the budget is based on.

To help you create a budget, an Event Budget Template (Excel) is available to download from the "Activities" section on the "[Rover Resources](#)" page of the Region website. If you have any queries, please talk to the RRC Region Events Co-ordinator or RRC Treasurer, that's what they're there for.

Venue (All)

It is important to book the site or venue as early as possible. If you leave it too late, you may find trouble getting one. Also, the site layout and facilities will determine what activities are possible, and how much work will be needed to prepare for the event.

As a goodwill gesture, it is recommended that you contact the local Police in the area where your event is to be held. Give them the details of the event and also ask them about noise regulations. (They should also have written confirmation of your event when you send them a copy of your **Activity Notification Form E1**).

Naturally, the type of event you are running will determine the type of venue required.

Moots and Roventures require large areas for camping and activities, also potential for a campfire / social area. A body of water can also come in handy, particularly in the hotter months. There are three main options for sites:

- Scout campsites (directory available on [Scouts NSW website](#))
- Commercial campsites, or those under control of another organisation (eg. YMCA, churches, National Parks, Councils etc.)
- Private land

If no-one in your Crew has a specific site in mind, you will need to go driving! Just head for an area that you think is suitable, and see what's there. Crews in the past have been known to spend many weekends circling Sydney from Wollongong to Bathurst to Newcastle and everything in between to find the ideal site.

With private land, the choice is huge. Make sure the landowner is well aware of what you will be doing, and any financial arrangements or special conditions of use are established and agreed on at the start. It's a good idea to confirm all this in writing. You need to be honest with them, as a farmer who simply agrees to his land being used for a "Scout camp" could get a bit of a shock when he comes down to visit the Moot or Roventure.

Kalang Kup requires an oval or playing fields where several games of soccer can be played at once.

CRAP needs a good-sized hall with adequate parking. It would also be convenient if it was near a Scout hall approved for overnight accommodation. Close proximity to public transport is also desirable. School halls are not recommended due to the Department of Education's Alcohol and Smoking Policies. It is also desirable if the venue is not too close to residential area, to avoid potential noise complaints.

A list of previously-used sites and venues can be found at the end of this document.

If booking a location for an event where alcohol will be present remember to notify the owners of this. If the location is a public space or a Scout centre it is important that you exclusively book the site to ensure there are not minors on the site.

Facilities (Moots & Roventures)

When choosing your site, the facilities available may be the deciding factor between two or more possible sites. During the initial hunt for a site, please consider the following:

- Toilets - are there any on site? Will you opt for Port-a-loos? Will you dig your own? Whatever you choose, think about their location. A hike to the toilets is not a good thing, but neither is smelling them while eating your dinner.
- Electricity - is the site powered? Will you need to use generators for entertainment and lighting?
- Water - is there any? Either for recreation or drinking? Is it easily accessible? Will people need to bring their own?
- Administration / First Aid area - this is usually where people pay but can also be used as the brains centre for the event. This should be staffed at all times on the Friday night and a good proportion of Saturday too.
- Rubbish disposal - what facilities are there to dispose of rubbish? Do people have to take their own with them? Or will you provide dumpster bins? (good idea in the past)

Activities (Moots & Roventures)

At both Moots and Roventures the program tends to follow a similar format. This is in no way set in stone, so think creatively and feel free to change it in any way. You may wish to take into account any natural features of your site, ie. water or hills to liven-up or create new activities. Below are commonly used activities at Moots and Roventures:

- Round Robin - 10 to 15 short initiative activities lasting approx. 5 to 20 mins each
- Tug-of-War
- Commando course
- Iron gut
- Mud / jelly / bubble bath wrestling

It is often best to start the weekend off with the Round Robin activities as it helps get their interest earlier. Also, where possible include the theme in events.

Put some thought into your scavenger hunt, if you decide to have one. It makes a good activity to fill in any free time. Try to base it around your theme but don't make it impossible or Crews won't bother even trying. This is usually given out on arrival and marked just before closing parade.

When planning your program, try not to finish morning and afternoon activities too early, but also not too late. You need to allow plenty of time for people to cook and eat etc. before the next session's activities begin.

When running Roventure, try to keep the pace up. Venturers have a shorter attention span and don't like sitting around for too long. Suggested meal breaks may be one hour for Roventures and 1-1/2 hours for Moots.

Entertainment (Moots & Roventures)

Traditionally, the Saturday night of a Moot or Roventure consists of a disco or music of some sort. It is completely up to your Crew as to what you want to do. Some examples are: a band, professional DJ, not-so-professional DJ, or doing it all yourself. Whatever you decide, make sure it has variety to cater for all (especially Venturers).

You need a good area set aside for this so as to encourage people to socialise rather than just hanging around their own campsites. Consider a campfire slightly away from the main action to allow people to sit around and chat away from loud music.

Considerations need to be made regarding noise levels, particularly after midnight. Please ensure that all local noise regulations are being observed. (You would know about these from your contact with the local Police - see *Venue*).

At Roventure it is common to screen a movie on the Friday night. Remember that Venturers like to be kept busy.

Trivia nights, comedians and hypnotists have also featured at a few Moots or Roventures and make a nice prelude to the rest of the night's entertainment.

Most of all, use your imagination and think about what might be of interest to other Rovers or Venturers. Think outside the square and try to come up with plenty of fresh ideas.

Food and Alcohol (All)

Roventure

At this event Crews and Units cater for themselves for the whole weekend. Naturally, in accordance with State policy, there is no alcohol whatsoever. Anyone from your Crew or associated Venturer Units found with alcohol will be made to leave the event. They will also be asked to explain their actions at the following RRC meeting (how humiliating). Crews running this event need to be aware of how serious this policy is to be taken, and of their responsibility to enforce it.

Moots & CRAP

Remember K.I.S.S. - "Keep it simple stupid"! No one expects a gourmet meal, just something substantial that is easy to store and prepare. Oh, and it helps if it tastes good too.

You must give consideration for vegetarians, they are people too, and whether you can provide them value for money. Don't just take away the meat from their meal. This is probably a little easier at CRAP, but you do need to keep it in mind.

As a general rule, the meal tends to consist of a BBQ or spit with salads and bread rolls. This is all very easy to buy, prepare and store. However previous Moot dinners have included kebabs, pasta, Mexican wraps, and curries. In regards to CRAP, if you can keep other costs down, a professional caterer can be considered. You may need to give them a fair warning of numbers to cater for at least a few days before the event. At CRAP you also need to take into account eating utensils and incorporate this into the event fee.

The facilities need to be taken into account when catering for these events. You have the responsibility to provide food that has been stored and prepared safely to prevent people getting sick. This is a big consideration for running Moots as food preparation is often outdoors. You'll need rubber gloves and hand washing facilities.

Alcohol

Being Rovers and hence over 18, we do tend to enjoy a drink from time to time. In 1996, the North Metropolitan Area Rover Council decided to implement its own policy on drinking at Moots. This was decided on due to the anti-social behaviour of a small minority of Rovers who couldn't handle their alcohol. This policy was adopted by the Sydney North Region Rover Council after the merging of North Metropolitan and North Shore-Peninsula Areas.

The policy simply states that at Moots, alcohol may not be consumed by anyone until the end of each day's programmed activities (ie. If the program has events on until 8 pm at night then no alcohol can be consumed until after that time). There are no exceptions to this. As the event organising Crew, it is important that you clearly define when the end of day activities will be. It is important that a formal public announcement of the end of day activities is made to ensure all Rovers understand that alcohol is now permitted. It is also recommended that the end of the day's activities is clearly defined in writing by printing it on the tickets and program, announcing it at the open ceremony, having programs posted up on site and in show bags or all of the above). Remember that you will most likely have Crews attending from other Regions, who won't be familiar with our RRC's policy. The organising Crew is responsible to the RRC for enforcing this policy.

Please remember that the National Rover Council's [Responsible Alcohol Guidelines](#) also apply at all Rover events.

When running a Moot or CRAP, find out if a liquor license is required. For a public hall it is likely that it will be. The hirer should be able to help you with this.

At a Moot it is best just to let people bring their own rather than worrying about setting up a bar and the rules and regulations associated with this.

Paperwork (Moots & Roventures)

As the event organisers, you are responsible for submitting an **Activity Notification Form E1 (Part III)** at least 2 weeks prior. This is downloadable from the [Forms page](#) on the Scouts NSW website.

This covers the whole event - individual Crews attending do not need to do one. The form must be completed fully including Activity Leader and Home Leader signatures, and copies must be sent to all the places indicated:

- Region Office of where the activity is being held
- Local Authority - ie. Police, National Parks etc.
- Home Leader - must be leader holding an appointment in Scouting
- Emergency Contacts
- Appropriate Commissioner (that's the Regional Commissioner -Rovers)

Refer to the RRC document "[Activity Notification Forms For Dummies](#)" for more info.

If it's a Moot and all participants are over 18, then **Part I (Activity Participation & Medical Form)** of the **Activity Notification Form E1** must be completed by all participants and collected by the organisers. **Part II (Participants & Parents Advice)** must be given to all participants for their information and to ensure they are giving their "informed consent" to the types of activities that will be involved.

For Roventure, every Venturer attending must have a completed Part I, with the parents' consent signed and be given a Part II. This is a normal requirement for all Venturer activities, and it's the responsibility of each Crew to ensure all Venturers they take along provide a completed form before the event. As the event organisers, it's an idea for you to complete a form with all details and give one to every Crew with your flyers. When they first visit the Venturers to promote the event, they can give each a copy to get signed.

In the case of an activity where under-18s will be present such as Roventure, all Rovers attending must be registered, and have completed the mandatory e-Learning units.

Facilities (CRAP)

As outlined in venue choice, the desired facilities for CRAP include adequate parking, close to public transport and a Scout hall. Inside the venue a few things need to be considered:

- large dance floor area
- designated area for a band or DJ
- kitchen facilities - can a meal for 150 people be prepared here?
- toilet facilities - can they accommodate 150 Rovers with weak bladders?
- designated area for eating (tables and chairs for 150 people)
- administration area close to main entrance
- rubbish disposal - will rubbish be collected or do you take it with you?

Activities (CRAP)

It is up to you if you want to have any kind of activities throughout the night. It can help to break up the night and also gives you the opportunity to make any announcements while you have everyone's attention. Here are some activities that have been run in the past:

- guessing competitions ie. jelly beans in a jar
- dancing competitions
- best dressed parades
- ROSCAR award presentations (Rover Oscars)
- and who could forget Turramurra's jumping castle in 1997?

Entertainment (CRAP)

Traditionally, the night consists of a disco or music of some sort. It is completely up to your Crew as to what you want to do. Some examples are: a band, professional DJ, not-so-professional DJ, hiring equipment, laser display etc. Whatever you decide, make sure it has variety to cater for all tastes.

Considerations need to be made regarding noise levels, particularly after midnight. Please ensure that all local noise regulations are being observed. (You would know about these from your contact with the local Police - see *Venue*).

Facilities (Kalang Kup)

As well as the facilities mentioned in venue choice (ie. adequate parking), a couple of things need to be considered for these events.

- toilet facilities - are there any close-by?
- designated area for administration
- designated area for a BBQ (if so desired)
- PA system - how will you communicate with participants over a large open area?
- rubbish disposal - are there adequate bins or will you take it with you?

Activities (Kalang Kup)

Traditionally, the Kalang Kup consists of games of six-a-side soccer in a knock-out competition. It is up to your Crew if you wish to introduce any other sports for this event, but you should put your proposal before the RRC first, to ensure it will be supported.

Trophies and Awards (All)

This is another fun aspect of running an event where you can try to incorporate your theme with the prizes you give out, but this is not essential.

Traditionally at Moots and Roventures, skins are presented to the winning Crew/Unit from within the Region, and the winners from out of Region. A third skin is sometimes kept by the organising Crew. These skins are on display over the event for all participants to sign (don't forget to provide textas, paints etc.). In the past the trend has been to use kangaroo skins, but cow and sheep skins have also been used. Don't limit yourselves to these though. A "Western Roventure" used saddles, and other "skins" have been strange things mounted on wood, superhero capes, vinyl records etc.

Other prizes are usually given out for various categories as well. Examples include: iron gut, commando course, best-dressed Crew or individual, best decorated campsite, furthest travelled to get to the event, last place etc.

CRAP generally has best dressed awards, dancing awards etc... it's up to you. The ROSCARS (Rover Oscars) are awards run by the RRC that are presented each year at CRAP, with perpetual trophies.

Kalang Kup also has an actual trophy, which is passed on to the winning team each year.

Basically it's up to you what form your awards take. You may choose to make some sort of trophy for Crews or individuals to display. Perhaps you have some connections and may wish to provide useful prizes such as gift vouchers, camping equipment etc. The list is endless... use your imagination.

And of course, the biggest and most rewarding prize of most of these events is the opportunity to run the event the following year (subject to RRC's approval - see [Region Event Guidelines](#) for more information).

Previously Used Sites and Venues

Moots & Roventure

- Crosslands Reserve - Hornsby. Contact Hornsby Shire Council
- Bielany - Colo River. Contact Polish Youth Association
- Camp Kanangra - Nords Wharf. Scout campsite - **now closed**
- Pemberton - Mangrove Mountain. Private site, contact Brush Park Rover Crew
- Arcadia "Lemon Orchards". Private site, contact Berowra Rover Crew
- Woods Point - Morisset. Contact Morisset Hospital
- St Albans. Private site, contact Turramurra Rover Crew
- Bendeela Pondage - Kangaroo Valley. Contact Sydney Water
- The Great Aussie Bush Camp - Kincumber. www.bushcamp.com.au
- Glenrock Scout Centre - Kahibah. Scout campsite -contact Hunter & Coastal Region office
- Kariong Scout Camp (near Gosford). Scout campsite - contact (02) 4323 7095
- Camp Ku-ring-gai (on the Hawkesbury at Cumberland Reach). Scout campsite - contact Region office.
- Sugee Bag Creek - Central Mangrove. Scout campsite -contact Di Mattes (02) 9489 5507 evenings

CRAP

- Thornleigh Community Centre. Contact Hornsby Council
- Cromer Community Centre. Contact Northern Beaches Council
- Berowra Community Centre. Contact Hornsby Council
- Mt Colah Community Centre. Contact Hornsby Council
- Frenchs Forest Scout Hall. Contact Region office 9411 4088
- Belrose Scout Hall. Contact Region office 9411 4088

Kalang Kup

- Ron Payne Reserve. Woods St, North Epping. Contact Hornsby Council
- Comenarra Park Playing Fields, Turramurra. Contact Ku-ring-gai Council

Sydney North Region's Hints and Tips for Event Organisers Including Region Event Guidelines

Proudly written and compiled by Tracy Donaldson, RRC Social Activities Co-ordinator 1998/99 with assistance from Amanda Engert, Nick Buchner and the Region Rover Council Executive

- *First published October, 1998*
- *Last updated March, 2019*