

# Activity Management Plan for Republica style events.

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ACTIVITY: OUTDOOR BEACH VOLLEYBALL

LOCATION: REPUBLICA STYLE EVENTS AT ST KILDA, ALTONA AND FRANKSTON.

DATE: 12<sup>th</sup> September 2019

VERSION: 2.0

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## **Activity Management Process – Overview**

This is a generic activity management plan for the Republica Style activity

### **Off site:**

The manager is required to collect email registrations from interested teams, and to collate them into an entry list for each night. Once the entry list is complete, manager is to contact the required number of umpires to adjudicate the courts based on the entries.

### **Bump in:**

From 5:30pm-6pm

Staff to arrive at or before 5:30pm. They then collect the required number of courts, balls, spades, folders and the first aid kit from the storage location and carry it to the beach. The manager is then to instruct staff on where to set up the courts. The staff and manager to visually inspect the beach and environment for potentially dangerous or threatening items and conditions. Courts to be set up by staff if the beach is considered safe.

### **Operation:**

From 6pm until the sun sets:

The manager welcomes and signs in teams.

Manager sends teams out to courts to play 20 minute games. During the first game, the manager writes a draw for the night based on the number of teams that showed up, the number of courts available and the amount of sunlight available on the night.

The manager will hand each umpires a folder with the schedule for their court.

Umpires referee the game until told to stop by the manager, then records the score on the scoresheet and informs the teams of their next commitment.

This continues until the sunsets.

The teams then gather in a set location if we have managed to secure a food and beverage sponsor, or they pay the manager for the event and head home.

### **Bump out:**

Sunset to 20 minutes later

Staff to pack up the net systems making sure to fill in the holes that were dug to retrieve the sand anchors, collect all of the equipment for the net as well as all of the balls and removing any rubbish left by the patrons or other beach users in the area.

Staff members then return all of the equipment to the storage area see the manager and are free to leave.

<b>Version</b>	<b>Date</b>	<b>Changes</b>
1.0	6 <sup>th</sup> December 2016	New Policy
2.0	12 <sup>th</sup> September 2019	Re-formatted