



Entrant Manual

VARIETY VIC BASH 2017

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1. Welcome

This guide has been prepared to support your entry into the Variety Bash. It contains information on all pre-event requirements for your team -including car and fundraising obligations, as well as a run through of how the event works. It has been designed in relevant sections to make the information quick and easy to access both in the lead up and on the Variety Bash. This guide, in conjunction with the Vehicle and Fundraising Guides should answer all your Variety Bash questions, but please feel free to contact the Variety Bash Staff at any time for assistance.

1.1 Variety Bash Staff



Julie Baxter

Motoring & Corporate Events Manager

Julie is responsible for all event operational and logistical elements including development of the Variety Bash route, event budget, coordination of all officials, compliance with local authorities and laws, booking of venues, accommodation, caterers, media alerts and the total experience, ensuring a safe and successful event.

Phone: (03) 8698 3926

Email: juliebaxter@varietyvic.org.au



Mitch Newton

Motoring Event Entrant Coordinator

Mitch is the Event Entrant Coordinator for all Variety Motoring Events. He will be managing the entrants and assisting in the behind the scenes coordination. This includes event preparation, working with entrants on their fundraising activities, and general support of all motoring event entrants.

Phone: (03) 8698 3927

Email: mitchnewton@varietyvic.org.au



Hannah Le Sueur

Events Administrator

Hannah will be working as part of the team to ensure that the administrative side of all Variety events is up to date. Hannah manages the Variety Car Club and Club Registration process, as well as the Top Hat Appeal.

Phone: (03) 8698 3937

Email: hannahlesueur@varietyvic.org.au

2. Pre Event Requirements

2.1 Registering Your Team

Choosing a Car Number

Each car on the Variety Bash is given a number to make it identifiable for its own fundraising efforts, to ensure we know who is in which car, and so that you are identifiable on the road to other Bashers.

Your car number could be a favourite number, your postcode, year you were born, or combination of ideas

If your car number is not available, the office will contact you upon registering and another number can be allocated.

Compulsory Documentation to be completed online

Item	What is it?	Due Date
Car Captain Form	This is the initial entry form for the event and needs to be completed before any other. This form must also be accompanied by your \$660 entry fee.	Upon Entering the Event
Crew Form	This gives us details on each of your crew members.	Upon Entering the Event
Medical Form	The medical form is strictly confidential, and is carried by the event medical team (supplied by Ambulance Victoria) in order to best respond to any emergency health issues. Every member of your team must complete a medical form before the event begins.	Mobile Workshop Day
Car Form	This form gives us key information on your car, including the spare parts you carry on board. This assists our Mobile Workshops in case replacement parts need to be fitted.	Mobile Workshop Day
Accommodation Form	Variety requests this information in case you have issues on the road during a particular day and will arrive late.	Mobile Workshop Day

2.2 Fundraising

Upon registering for the Variety Bash and agreeing to its Terms and Conditions, you are required to raise a minimum of \$7000 for Variety – the Children's Charity of Victoria in order to start the Variety Bash. There are many ways to fundraise, however, make sure you check out the **Variety Motoring Fundraising Guide** to learn about different approaches to fundraising, and how to submit your fundraising to Variety.

2.3 Bash Vehicles

To take part in the event you must enter a road registered vehicle that is at least 30 years old. Cars must also undergo a number of modifications to be considered. The **Bash Vehicle Guide** contains all of the requirements a car needs to go on the Bash, helpful preparation hints, as well as information on car registration and insurance.

2.4 Rookies Day Out

Each year, Variety runs a Bash 'Rookies Day Out'. The day is designed as an introduction and refresher of how the Bash works, reading of route notes, the roles of officials, and is a great opportunity to have a practice Bash with your team. Following a breakfast and briefing by the Bash Manager, entrants will complete a morning Bash route before finishing for lunch. The date will be advised by Variety.

2.5 Mobile Workshop Weekend : Pre-Bash Inspection

Mobile Workshop Weekend is the final key milestone before you start the actual Bash event. Held approximately one month before the start of the event, Mobile Workshop Weekend is where your car is checked for compliance with the rules of the Variety Bash.

- All Variety Bash vehicles must attend either Saturday or Sunday on the Workshop Weekend arranged by Variety to allow a mechanic to check your vehicle to ensure that it meets the Variety Bash Vehicle Compliance criteria. This requirement does not affect your obligation to ensure that your Variety Bash vehicle is in a safe and roadworthy condition, as required by law.
- Vehicles need to match or exceed the standards set in the Bash Vehicle Guide this document before the Mobile Workshop Weekend.
- Bookings are essential. The dates, times and locations will be advised by Variety Victoria. If a vehicle does not meet the compliance criteria it will not be allowed to begin the event.
- Vehicle / Driver Paperwork checked at Mobile Workshop Weekend:
 - Proof of Registration.
 - Proof of Insurance.
 - Copies of Drivers Licenses for all crew members.

2.6 Newsletters

Upon registering for the Variety Bash, all crew members are signed up to the Variety Motoring Newsletter. The newsletter will keep you informed of any upcoming events, fundraising opportunities, appearances or key information on the event. Please ensure that emails from varietyvic.org.au are on your allowed senders list.

2.7 Get Togethers

During the year, Variety hosts a number of informal evening functions for entrants to catch up, meet other entrants and catch up on the recent event news from the Variety staff. A mobile office is also set up, where fundraising can be handed in, and payments can be made. These are advertised in the newsletters and are generally on a Wednesday evening.

3. The Event

3.1 Daily Schedule

Morning

Whilst at night you would think you are on holiday, the early starts certainly bring you back to reality.

- **Breakfast:** is served from 6.00am to 8.00am ensuring we all head off on time.
- **Briefing:** During breakfast the morning briefing occurs. Our Bash Manager relays important updates and information about the day ahead and recaps the previous day's frivolity.
- **AM Check-Out:** Following the briefing, you will then progress to the morning check out (usually held outside the venue). Here you will be informed of any important information or changes by our Official Starters. You will also receive your AM route notes, detailing the Bash route.
- **Bash Route:** Please adhere to your route notes, because if you run into trouble and have strayed from the route, it will be difficult for the Mobile Workshops or Officials to find you.
- **AM Check-In:** Following the conclusion of the AM Route, you will arrive at a checkpoint where you must Check-In, before proceeding to lunch.

Afternoon

The AM and PM sections of the day are divided by lunch which is located at a school or local oval to accommodate all the vehicles.

- **PM Check-Out:** Following Lunch you will progress to the PM Check-Out. Here you will be informed of any important information or changes to the PM Route by our official starters. You will also receive your PM route notes.
- **Bash Route:** Please adhere to your route notes.
- **PM Check-In:** Following the conclusion of the PM Route, you will arrive at a checkpoint where you must Check-In, before proceeding to dinner.

** Both AM and PM routes may incorporate 'fun stops' run by entrants or Officials which will be advised of in the morning briefing.

Evening

Having checked in with officials at the conclusion of the PM Route You can then progress to the evening's festivities.

The evening's festivities include a hearty meal at a local venue which may be a hall, pub or sportsground. In some instances, there'll be some form of entertainment. The evening meal usually begins at 7.00pm with meals available until 10.00pm (or later) for latecomers. All meals are included in your meal ticket price unless otherwise stated, and no refund can be given to persons who miss meals by deciding to make other arrangements.

On arrival into each town at night please make sure you:

1. Check in with Officials on duty at the checkpoint – Compulsory.
2. Fuel up the vehicle – always fill up in the evening to avoid the morning rush
3. Find your accommodation
4. Find the baggage truck (if applicable)
5. Head to dinner

If you follow these simple steps in order, you will be prepared to leave the next morning without any hassles.

3.2 The Bash Route

Route Notes

Route notes for both the AM and PM stages of the Variety Bash are given to you on a daily basis when you pass through the checkpoints at breakfast and lunch. This ensures that you have been checked in and out from each of the stops. On occasion, you may be given the AM and PM notes in one go, but in this instance it will be communicated to you at the morning briefing.

Each vehicle should designate a navigator for the AM and PM routes and should follow the route notes very carefully. **Do Not just follow the car in front – THEY MAY BE LOST!**

For safety purposes, please do not deviate from the Variety Bash route instructions at any time.

Here is a short example from a section of the Day 2 PM route notes.

<u><i>DAILY ROUTE INSTRUCTIONS - DAY 2 PM Keith to Tanunda</i></u>				
<i>Distance:</i>	323.80			
<i>Fuel Available at:</i> Karoonda & Mt Pleasant				
INT.	KMS	MILES	LANDMARK	INSTRUCTION
0.00	0.00	0.00	TR out of gate of showgrounds South East Tce Gate	TR
0.57	0.57	0.35	X Rd "Sugar Loaf" "Showground Parade"	TR
2.88	3.45	2.13	R to L "Martins Rd"	SO
12.17	22.57	13.93	X Rd Farm Entrance on L	SO
			"No through road to left"	
			CAUTION Next 47kms Blind Crests National Park	

Some basic abbreviations used on the route notes are as follows:

C	=	Caution
CC	=	Extra Caution
CCC	=	Extreme Caution
TL	=	Turn Left
TR	=	Turn Right
SO	=	Straight On
KR	=	Keep Right
KL	=	Keep Left
R to L	=	Road to Left
R to R	=	Road to Right
X Rd	=	Cross Roads
Rail Xing	=	Railway Crossing

Route Markers

The Official Scout may lay out a number of route markers during each day. They're generally used to indicate the correct direction to turn, in the case of indistinct signs or if a detour is required because of changes to road conditions. They may also highlight a section of the track where caution is required, such as a washaway, extreme mud or a pothole. For the safety of yourself and others, do not ignore the scout markers even if you cannot see the danger yourself. There are four main markers in use on the Bash which are:

C	=	Caution is required – slow down
CC	=	Extra Caution is required – slow to 5-10km
CCC	=	Extreme Caution is required – STOP, then proceed slowly
An arrow	=	This sign will indicate which direction to follow

Safety & Emergencies

Taking a vehicle into the outback is safe as long as you carry the right equipment and you know how to use it. It is expected that all entrants will drive safely and carefully to protect themselves and others.

In the event of an emergency, you must immediately contact an Official via your radio so that the appropriate assistance can be quickly arranged. Refer to your Variety Bash Safety Card enclosed in your Entrant Pack, and keep it in an accessible spot in your car for easy reference in case of an emergency.

Leaving the Bash Route

If you have to leave the Variety Bash Route for any reason, e.g. to go directly to a town to seek repairs, you must inform an Official who can then let Radio Base and Checkpoints know. The most important precaution is to let the officials know where you are.

Maps

Most of the roads used in the Variety Bash are shown on the HEMA Atlas available at service stations and other retail outlets. The daily route instructions will be quite explicit if the route goes off the map and onto private roads. It is the responsibility of entrants to provide their own maps.

3.3 Meals and Accommodation

Meals

All entrants will be required to pay for their meals in advance of the Variety Bash, usually at or before the Mobile Workshop Weekend. These are covered in your Provisions Levy. Entrants are provided with 3 meals per day excluding Lay Days where only dinner may be provided. Entrants will be informed of what their meal ticket includes and any exclusions that may apply. Meals are ordered on a per person basis with caterers, so it is essential that you inform the Variety Bash office of any crew members that may be leaving or joining the event on certain days.

Once the cost of the meal ticket is confirmed all Variety Bash Car Captains will be notified. Meal tickets may or may not be issued depending on arrangements with caterers. Entry passes may also be issued for major functions on the Bash (e.g. final night dinner).

Dietary Requirements: It is also essential that you inform the Variety Bash Office of any dietary requirements or allergies you may have, well in advance, so that appropriate arrangements can be made. This detail will be requested on the registration form which must be filled in by every crew member through the registration hub before the event. It is an individual's responsibility to inform an Official if their special meal is not available or provided at a meal session.

Accommodation

All entrants are responsible for making and booking their own accommodation unless otherwise stated and communicated by the Variety Bash Office. As the event often travels to remote and small towns, accommodation can be limited. It is recommended that you make your accommodation arrangements well ahead of the event, preferably as soon as you have registered and paid your entry fee.

Baggage Truck (OV12)

The Baggage Truck (OV12) travels to the next overnight location each day and for a fee you can hire space. This is to help you lighten the load in your vehicle. Please note: anything you put on the truck must be able to be lifted above shoulder height by one person. The truck is available between certain times at the overnight location in the evening and in the morning. Details of where it will be parked will be included on your route instructions and / or town maps.

Bookings for the baggage truck are essential so that space can be allocated and the truck can be properly loaded. The Variety Office will communicate when bookings for the baggage truck will be open prior to the event commencing.

3.4 Event Officials

Please note, vehicle numbers are subject to change, however, this section outlines the officials on the event

OV1 Event Management

The Variety Bash Event Manager oversees the whole event after working on the development and the event experience throughout the year. Her job is to keep the Bash on the move, manage media and any problems that

may result in necessary changes to daily plans. The safety of the entrants and officials is the highest priority. All officials report directly to the Variety Bash Event Manager.

OV2 Entrant Liaison

The Variety Bash Event Coordinator, entrant liaison and administrative role continues on the Variety Bash as it does throughout the year. The daily role of the Coordinator is to: support entrants with fundraising activities, organise auctions and keep the entrant administration up to date. A mobile office is set up every night to facilitate these tasks.

OV3 Scout

Scouts head out in the early morning hours to check the safety of the intended route for the day. Scouts check whether any changes need to be made to the trip notes as a safety precaution and place directional and warning signs in the proper locations. They report their changes to Radio Base for actioning.

OV4, 5, 7, 8 Checkpoints

This group of Officials are an integral part of our safety system. Their job is to keep track of the entrant vehicles during each day and after each check-in/out this is relayed to radio base. It is of utmost importance that vehicles are checked in and out. This process is to ensure that vehicles are tracked and it assists in locating and minimising vehicles going missing. This procedure has contributed to our exceptional safety record. The checkpoint officials have to stay out until all cars are accounted for, so it is vital that you check in as soon as you enter town.

OV6, 10 Paramedics

Supplied by Ambulance Victoria, these two crews are responsible for providing the first response to any medical situation. Fortunately, this has been no more serious than minor burns and scratches, but they have the experience and equipment to handle much larger incidents. They are spaced out amongst the vehicles during the daily drive to ensure that should an incident occur, they can arrive at the scene as soon as possible.

OV12 Event Support & Baggage Truck

The official Variety Bash support truck has two drivers who are responsible for transporting all of the equipment and goods required for the entire event including entrant excess baggage. Openings for bookings for space on the baggage truck will be communicated to car captains approximately one month before the event begins.

RAD1, 2, 3 Radio Crew

The Radio Crews are essentially 'Mission Control' for the Variety Bash. Their job is to keep track of all the official vehicles, entrant cars and Mobile Workshops and pass messages backwards and forwards between the Officials and the Variety Bash Event Manager. RAD 2 travels with the convoy and is the Local Area Network Controller (LANC). You can generally find RAD 1 & RAD 3 about 500kms away from the event camped out in a luxurious one star motel, working 16 hour days

MWA, B, C etc. Mobile Workshop Crew

Mobile Workshops play a vital part in the Bash. Their job is to assist you in the event of a breakdown. If necessary they can tow you to the nearest place of repair or sanctuary. Each Mobile Workshop has a different function carries different equipment. Two Mobile Workshops are equipped with heavy welding gear to allow major roadside repairs to be performed. Other mobile workshops are equipped for less demanding tasks but travel closer to the front of the field to assist those who breakdown and are unable to repair the car themselves.

4. Finance – Payments

N.B. Please see the **Fundraising Guide** for information on sending fundraising to Variety.

4.1 Variety Bash Payment Schedule

Variety Bash Payment Schedule		
Payment	Amount	Due Date
Entry Fee	\$660 (Inc. GST)	With Application
Minimum Fundraising Achieved	\$2000	By 29 th April 2017
Minimum Fundraising Achieved	\$5000	By 30 th June 2017
Total Minimum Fundraising Achieved	\$7000	By 29 th July 2017
Car Insurance	\$45	By 29 th July 2017
*Provision levy installment	\$500 per person	By 29 th May 2017

4.2 Payments Summary

Provisions Levy

The provision levy is a fee charged per person on the Bash, it includes the following (unless specified by Variety.)

- Meals as stated and special nights (including the final night presentation evening).
- Variety Bash Entrant Shirt
- Bash Bugle – the event magazine
- Fundraising Plaque
- USB of event photos
- Large group photo
- Certificate of Congratulations for finishing the event
- Cloth Patch – of the Bash logo for that year
- Dashboard Plaque
- Official Variety Bash Stubby Holder
- Official Variety Bash Thankyou Certificates for your supporters

Insurance

In addition to compulsory third party insurance for your bash car (see Variety Bash Vehicle Guide), entrants are also required to pay \$45 per car to add their car and crew members onto the event's public liability insurance. Please note that this amount does incur GST, is not tax deductible and can be receipted upon request.

Baggage

Variety runs a baggage truck during the event. Bash teams are able to purchase space on the truck if required. The cost of reserving space on the truck is \$100.

Additional Guests

Variety does have opportunities for additional guests to join us for certain meals of the event, including nights at our final destination. A booking form is made available to all entrant, once the provisions levy is set. Any extra bookings must be made prior to the start of the Bash. NB. The date for this will be communicated when the provisions levy is set. Bookings must be made prior to the start of the Bash in order

4.3 Payment Methods

Direct Deposits

Direct deposits can be made by Variety Bash entrants. Please ensure that you make your payment with the Bash Car # referenced.

Variety General Account

Account Name:	Variety Victoria - the Children's Charity – General
Bank:	Westpac
BSB:	033 018
Account:	260 338

Once a payment has been made you must send the remittance advice to Variety Victoria.

Failure to send a remittance could result in funds not being allocated to your fundraising total. Remember to include whom the receipt is to be made out to.

Remittance may be sent to accounts@varietyvic.org.au, or posted to the Variety Victoria office.

Credit Card

Credit card payments can be made over the phone. Please call Variety on 03 8698 3900, where you will need to ask for the Motoring Events office, and ask to make a payment.

4.4 Withdrawal from the Event

If you are unable to take part in the Bash in the current Bash year, you will need to advise the Variety Office in writing of your intent to withdraw.

Carrying over funds

In the event of a withdrawal, Variety is unable to carry over paid funds to the next year. This includes the:

- Entry Fee
- Provisions Levy
- Insurance Fee

Deadline for Withdrawal

The deadline for receiving refunds from a withdrawal is the Mobile Workshop Weekend. After this weekend, all funds paid are forfeited. Please note, that fundraising can be credited to the next year, however, the car would still need to raise the minimum \$7000 again for that year. Fundraising cannot be credited any further than one year in advance.

5. Conclusion of the Event

5.1 Awards

Fundraising Stickers

Fundraising stickers are presented to vehicles on the first day of the Variety Bash to acknowledge the fundraising total your team has achieved by the start of the event. That's why it is important to send in your fundraising before the Variety Bash begins. Stickers are to be displayed proudly on the entrants' car and will not be issued after the first day of the event.

Fundraising Stickers achievable are:

- Top Hat Sticker \$100,000 plus
- Diamond Sticker \$70,000 plus
- Ruby Sticker \$50,000 plus
- Platinum Sticker \$30,000 plus
- Gold Sticker \$20,000 plus
- Silver Sticker \$15,000 plus
- Bronze Sticker \$10,000 plus

Awards Night Presentations

The fundraising awards achievable per car are as follows:

- Highest Fundraiser - To the highest fundraising team
- 2nd Highest Fundraiser - To the second highest fundraising team
- 3rd Highest Fundraiser - To the third highest fundraising team
- Highest Rookie Fundraiser - To Highest raising first year team
- Top Hat Award - Awarded to all teams who raise over \$100,000
- Variety Bash Diamond Award - Awarded to all teams who raise over \$70,000
- Variety Bash Ruby Award - Awarded to all teams who raise over \$50,000
- Variety Bash Platinum Award - Awarded to all teams who raise over \$30,000
- Variety Bash Gold Award - Awarded to all teams who raise over \$20,000
- Variety Bash Silver Award - Awarded to all teams who raise over \$15,000
- Variety Bash Bronze Award - Awarded to all teams who raise over \$10,000
- Participant Award - Awarded to all teams who raise over \$7,000.

Fun awards achievable by teams are as follows:

- Overall Winner - A prestigious award presented to the team that epitomizes the spirit of the Variety Bash
- Variety Bash Chairman's Award - For the team which really deserved a pat on the back
- Rod Collins Spirit of the Variety Bash Award - For innovation in fundraising or participation
- Variety Bash Encouragement Award - Awarded by the Variety Bash Manager
- Stuffed Compass Award - For the most geographically challenged team
- The Harry Burghardt Memorial Award - To the team who overcomes the most obstacles on their way to the finish line
- The Dick Casey Memorial Award - For the crew who, despite total bewilderment best participates in the spirit of the event. Best New Crew Award - For the best new crew
- Best Theme Award - For the crew which has themed themselves and their car in true bash style.?????

Acknowledgement Awards

- The Ray Whybrow Memorial Award - Presented to all Mobile Workshops for their dedication.
- The Officials Award - Presented to all Officials to acknowledge their commitment.
- Twenty Five Bash Event Award - Presented to 25 year National and Victorian Variety Bash participants.
- Twenty Bash Event Award - Presented to 20 year National and Victorian Variety Bash participants.

- Fifteen Bash Event Award – Presented to 15 year National and Victorian Variety Bash participants.
- Ten Bash Event Award - Presented to 10 year National and Victorian Variety Bash participants.
- Five Bash Event Award - Presented to 5 year National and Victorian Variety Bash participants.

5.2 Say Thanks

Certificates

Within a few weeks of the Variety Bash event finishing, the Variety office will send you copies of the Variety Thank You certificate. They are designed for entrants to add supporters and sponsors details to and send out as a thank you on behalf of Variety Victoria.

Letters

Along with the certificates, we suggest that you send your own letter of appreciation and consider including the following information:

- Your own Variety Bash vehicle or company letterhead
- How many Variety Bash events you and your crew have completed
- Any awards you may have received
- How much money you have raised
- How much in total the Variety Bash raised this year
- Where you went on this year's Bash
- Appeals granted on the Bash.
- Any highlights of the Bash
- Variety Victoria website details for more information on Variety Victoria - variety.org.au/vic
- Details regarding next year's Variety Bash and encourage them to continue their support