

APWA ROADEO PLANNING 101



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I. Overview

The APWA Roadeo provides an ideal forum to showcase the operating skills of our members and offer learning and networking opportunities for participants. There is a wide range of equipment used by public works departments throughout the United States and Canada, and the competition should use appropriate equipment to test the abilities of operators in a safe and fun environment.

This guide is designed to help entities plan and structure Roadeo events as well as answer common questions.

II. Forming a Roadeo Committee

A. Roles

A successful Roadeo requires teamwork and collaboration. As such, a committee of at least three individuals is recommended to handle the core tasks. One individual should be the main point of contact and coordinator for the event, and the two additional committee members can be a combination of an internal staff member plus an outside consultant or vendor.

B. Expectations

Committee members should commit at least an hour per week during the early phases and be engaged throughout the planning process. It is helpful to have at least one member who is familiar with the equipment used in the contests, one member who has the skills to handle registration and marketing, and a member who can handle finance functions.

Committee members should meet (virtually or in person) on at least a bi-monthly basis. Meeting frequency and duration can be modified at any point in the process depending on needs.

Upon formation of a Roadeo committee, a kickoff meeting is necessary to structure the event, introduce members to their fellow committee members, and to identify resources needed. Below is an example of a kick-off meeting template for reference.

C. Kickoff Meeting

Once a committee is formed, a kick-off meeting is necessary to get the group together to begin the planning process. Below is an example of a template used for the first meeting:

PUBLIC WORKS ROADEO PLANNING KICKOFF MEETING

Date

OVERVIEW

1. Project Scope

I This will be a training event to prepare for the Public Workshop competition in XXXX February 11-12, 20XX. Finalists in competitions will be selected to represent Houston Public Works. Weeks of xxx or xxx may be ideal for this event. Event will be held at XXX. Large open lot area for event and space for tents.

2. Introductions

I Roles and responsibilities. Areas of interest and expertise. Experience with APWA and events.

3. Events

I Using the National Equipment Rodeo held in KC this past Fall as a template, discuss events we will need to organize

https://www.apwa.net/2018PWX/Event_Details.aspx?EventTabs=6#EventTabs

National Equipment Rodeo events:

- Backhoe / Mini-Excavator event
- Skidsteer Event
- Mechanics event

4. Date for Follow-Up Meeting

I

5. High-Level Timeline/Schedule

I Discuss key milestones moving forward. More specifics will be needed at follow-up meeting.

III. Event Promotion and Event Registration

Teamwork and collaboration extend to the Promotion and Registration Subcommittee. The promotion and registration for the event are items that require dedication of time to set up and manage. Potential competitors need to be made aware of the event in advance to prepare for the competitions and to submit any time requests, if necessary. A smooth registration process will help ensure a positive event.

A. Roles

The event promotion and registration are areas that will work closely together as subcommittees. As such it is ideal that the designated member(s) handle both these tasks.

Roadeo Events require promotion at the committee level, public organization level, vendor level, and sponsor level. The committee should designate member(s) to focus on pushing information to the correct groups/individuals. In doing so, it is important to use various channels for communication, such as email, phone calls, in-person meetings, etc.

Roadeo committee members should understand the purpose and benefits of the Roadeo (for both participants and sponsors) and should be able to clearly communicate that value to others. These are the front-line individuals that will set the tone for the event, so it is critical that they are committed.

Registration can take a significant amount of time for committee members, depending on how it is structured. As such the committee should designate enough members to handle the workload. This workload will vary depending upon type of registration that your committee selects for the Roadeo. Registration types can vary from online, mail-in/email-in and phone-in and each of these have their own nuances.

While online and electronic registration reduces paperwork and is efficient, access and network problems can present challenges. For this reason, the committee should have either a member (or support individual) who is technically capable of handling any IT issues that can arise due to electronic registrations.

B. Expectations

The Promotion and Registration Subcommittee members should commit at least an hour per week during the early phases and development of the event.

Committee members should meet (virtually or in person) frequently enough to meet the necessary deadlines.

IV. Equipment Selection

There are several determining factors used in selecting the equipment for a Roadeo competition.

- Whatever equipment is chosen must be readily available and be of the type that operators in your organization use.
- Ideally, secure a backup unit of each type.
- Multiple units for each event should be of the same type, size, brand, and control configuration.

A. Determining Factors

What common equipment do most competitors use regularly? Is there interest in a certain type of equipment that staff would like to use? What equipment is available in the area/region? (i.e., snowplows are mostly found in northern areas that receive snowfall, while marsh buggy boom trucks are found in southern climates).

Consider size limitations of the competition area, or if equipment needs to be used indoors.

If the competition is a qualifier for the PWX National Roadeo, try to use the same type of equipment they will use. And of course, always consider what competitions entrants would enjoy at the event.

B. Expectations

Once equipment selection has been made for the event, proceed with coordinating delivery time and location. If equipment is being provided by a vendor or outside entity, request that equipment be inspected and tested by the supplier to ensure equipment is mechanically sound and safe to operate. It is helpful to have a representative from the supplier present at the event. They can provide support and also perform a vehicle introduction and inspection with the competitors prior to the competition. This additional instructional can earn competitors in "Safety Training" if level of detail is adequate.

Equipment being provided by an internal department should also be inspected and tested for safety and functionality before use.

Before the Roadeo has been completed, organizers should have discussed an equipment demobilization plan for safe removal of props and equipment shortly after the competition is over. Many venues will have a time restriction on when the equipment must be removed, so please plan accordingly.

V. Site Selection

Size, location, cost, and weather exposure are the main factors to address when selecting a site to hold an Equipment Roadeo. Ensure that the site is large enough to accommodate the size of equipment, span of competition area (i.e., boom range needed for a backhoe competition), registration area, and spectator area.

The site of the Roadeo should ideally be centrally located if competitors are traveling from other areas. The site can be as simple as a vacant field or parking lot or as extravagant as an indoor arena or stadium (depending on budget and availability).

A. Expectations

Some Roadeos are one day events. In the case of a one-day event, plan for a site that can accommodate enough competition areas for a duration of 3-4 hours.

Regarding the timeframe, it is best to host the Roadeo during mild weather when possible. Along with this, have a contingency plan in place if the weather becomes an issue due to rain, snow, wind, or other extreme temperature or weather conditions.

Remember that an empty field or parking lot usually has no amenities so plan to provide tents, canopies, power, water, food, portable restrooms, lighting, and a PA system.

Also contact the national APWA office regarding insurance for the event and liability waivers for the attendees. Some venues will require this in advance.

VI. Competitions

A. Rules

All competitions should have standard, written rules that must be reviewed and discussed with each competitor before they begin. Rules should be clear and easy to understand. A sample of some competitions can be found in the Appendix.

B. Props

All competitions require props of some type to test the operating skills of contestants. Typical props include barrels, barricades, traffic cones, lift pins, tennis balls, etc. Props should be durable, and replacements need to be kept on hand in case any props are damaged or lost.

C. Scoring

Scoring sheets should clearly indicate how competitors are scored without any subjectivity involved. Once scores and times have been collected for a participant, they are provided to the head judge who will keep a master log of all contestant scores/times. Most entities also use a whiteboard/chalkboard to display scores for all entrants/spectators throughout the competition.

D. Other Competition Ideas

Competition-hosting agencies can also introduce competitions that allow for participation by “non-operators.” Such competitions can be basic skills tests for rookies (or spectators) to allow them an opportunity to test their own skills on equipment and gain an appreciation for the capabilities of operators.

VII. Budget

An APWA survey conducted in 2019 indicated that funding was the greatest challenge to hosting equipment competitions. While a basic competition does not require a significant expenditure, more formal competitions that include prizes carry higher costs. As such, it is recommended that host organizations solicit donations from vendors to provide equipment, judges, and prizes for competitors. These “sponsorships” keep out-of-pocket expenses to a minimum and can eliminate the need for entry fees.

Sponsorships have a broad range; from sponsoring the entire Roadeo to sponsoring items like trophies, meals, or refreshments. Major sponsors would normally be the equipment companies or their dealers who can supply the equipment or even a venue for the event. Other sponsors can provide smaller items as needed. It is recommended that the Roadeo committee first draft a list of items needed and allow sponsors to fund the item(s) they can afford or prefer.

So, what are some typical costs to host a Roadeo? Items can include, but are not limited to:

- Competition equipment rental costs (if not vendor-supplied or host-supplied)
- Refreshments
- Signs and printing
- Tables
- Seating
- Prizes
- Administrative materials (whiteboard, clipboards, pens, scoring sheets)
- Safety vests
- Safety flags
- Hard hats
- Pop-up tents
- Cones, barricades, safety tape
- Competition-related props such as lifting pins, tennis balls, etc.
- Insurance (if required)

- Chalk or temporary marking paint

Try to secure sponsorship early and avoid registration fees if possible! Costs incurred by participants are seen as a barrier to entry (see Appendix B for sample budget template).

VIII. Staffing

Volunteer staff are required to perform functions critical to the success of the Rodeo. This list includes, but is not limited to, event organizers, event judges, safety officers, and scorekeepers.

Staffing levels should be appropriate for the size and scope of the event. An effective way to keep the event organized is to draft a layout of the event and label the “stations” for each member of the event staff. Some staffing locations to consider are: registration, course judging and support, award presentation, hospitality section for spectators, food/refreshment station.

A. Judges

Event organizers can serve as event judges, but it is recommended to select a separate group that can perform this function so that organizers can focus on other administrative tasks necessary for event flow. Judges should be familiar with the following: equipment being used, safe operating practices, scoring protocol, and the operation of timing devices.

B. Safety Officers

Safety Officers are necessary to ensure the safety of equipment operators and the safety of observers. They are expected to inspect equipment before use and be present throughout all equipment operations. Safety officers must ensure a safe radius of operation and mark the “hot zone” where observers are not allowed to enter. Safety officers must establish a safe entry/exit for operators traveling to equipment.

C. Volunteers

Volunteers are necessary to support efforts of the Rodeo committee by performing miscellaneous tasks as needed. They can assist in providing course prop set-up, provide necessary equipment, assist in tabulating scores, provide refreshments, and help in dismantling and packing supplies after the event. Their contributions are very welcome and necessary for the smooth operation of the event.

IX. Equipment Safety and Event Safety

Equipment should be inspected by the Safety Officer prior to the event. All equipment should always be operated in a safe manner. Not doing so is grounds for disqualification from events.

A. Safety Rules for Heavy Equipment Operators

- Before operating heavy equipment:
 - Only use equipment you're trained to use.
 - Be familiar with the limitations of your equipment.
 - Wear proper PPE (such as safety glasses or hard hat as required).
 - Fasten seat belt.
 - Always check proper function of brakes, steering and other controls.
 - Check reverse alarm before operation.
 - Adjust mirrors to reduce blind spots. If you're unable to see behind your machine, use a person on the ground as a spotter to help direct you and look for obstacles. Never assume that your path is clear if you can't see it.
 - Ensure that no objects or personnel are near the equipment (perform equipment walk-around to verify).
- When parking machine, lower buckets, booms, set the parking brake and shut off the engine.
- Always use the handholds, rails and steps when leaving machine. Be sure to keep touchpoints clean and free from grease.

B. Safety Rules for Judges

- Never assume the operator knows your location or path.
- Make eye contact with equipment operator and use flags or hand signals to easily communicate.
- Do not approach operating equipment until bucket is placed on ground and vehicle is in parked status. Never walk near moving equipment at any time!

X. Awards

Recognition of excellence is core to the purpose of the Rodeo. These events provide a means by which operators can showcase their skills and capabilities. Formally recognizing this level of excellence through trophies or prizes is recommended. Prize selection and type are up to each organization to decide, but a wider variety of options are available when vendors provide prizes for winners. Prizes for 1st-3rd place are recommended to reward performance and stimulate interest in competition. Trophies, jackets, belt buckles, certificates, money, and gift cards have all

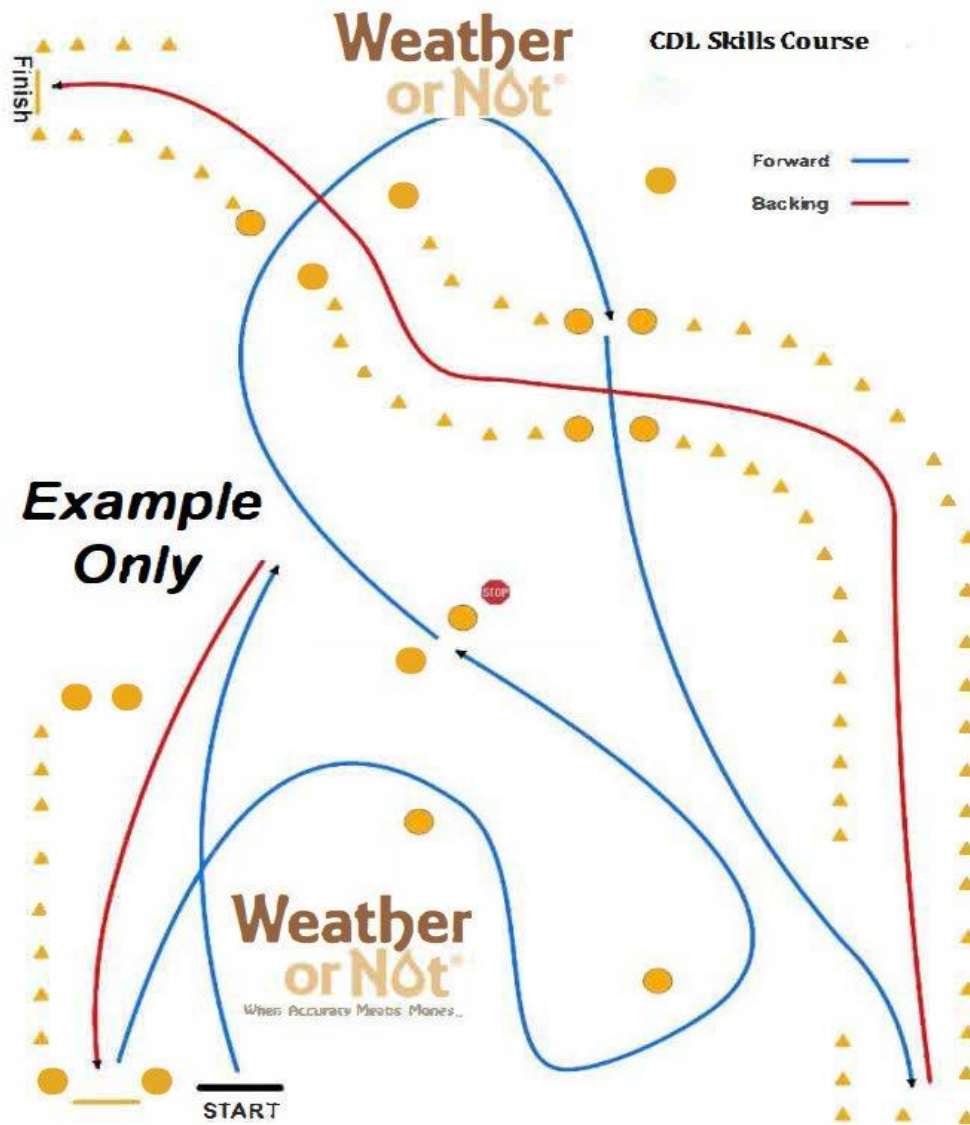
been successfully used as awards for the winning contestants. Through competition and incentives Rodeos can showcase incredible talents in the operation of machinery.

We wish you success in your next Rodeo planning and are available to support you or answer any questions you may have!

XI. Appendices

A. Sample Events and Score Sheets

1. CDL Skills Course



- You must have a valid CDL License with you.
- No mobile phone or 2 way radio use.
- Seat belt is required. Event judge will ask you if you are ready. If you respond "yes" your seat belt must be on or you will be penalized.
- Time will not stop until the parking brake is engaged and horn is blown.
- Judges decision is final.

**Mid-America Equipment EXPO
APWA KC Metro Chapter**

CDL Score Sheet

Name: _____
 City/County/State: _____
 Date: _____ #. _____

Start Line: CDL Check, Time Starts

Seat Belt Not Secured

50 pts.	
---------	--

Parallel Park (Driver side)		
Yellow- within 1'	0	
Green- 1'-2'	25 pts.	
Pink- 2'-3'	50 pts.	
Over- 3'	75 pts.	
Hit Tubular Markers-	50 pts.	
Class-III	100 pts	
Right Side (Trailer)		
Yellow- inside	0	
Green- 1'-2'	25 pts.	
Pink- 2'-3'	50 pts.	
Over- 3'	75 pts.	
Hit Barrels	100 pts	
Left Side (Trailer)		
Yellow- inside	0	
Green- 1'-2'	25 pts.	
Pink- 2'-3'	50 pts.	
Over- 3'	75 pts.	
Hit Barrels	100 pts	
Stop Bar		
Front wheels not in between lines	50 pts.	
Not completely stopping	25 pts.	
Hit Barrels	100 pts. ea. hit	
Inside Barrels		
Hit Barrels	100 pts. ea. hit	
Right Side (Trailer)		
Yellow- inside	0	
Green- 1'-2'	25 pts.	
Pink- 2'-3'	50 pts.	
Over- 3'	75 pts.	

**Mid-America Equipment EXPO
APWA KC Metro Chapter
Excavator Course**

Operator: _____ Number _____

Organization: _____

Date: _____

		Judges Tally	Total Points
Seat Belt	50 Points		
Bucket Hitting Ground	50 Points		
set up in box	25 points		
Dropped ball	50 Points		
Missed Bucket	10 Points		
Total Cone Hits	10 Points		
Total Tennis Ball Missed	10 Points		
Stand hit	25 Points		
Barricade Hit	25 points		
Don't Pick Up/ Drop Bowling Ball	50 Points		
Bowling Ball above cone	10 Points each		
Dropped ball	50 Points		
Missed Bucket	10 Points		
Failure to negotiate course	100 Points		
Time	Time 3:00 Maximum 1 Point / Second Over		
Total Points			

Event Judge: _____ Head Judge: _____

**Mid-America Equipment EXPO
APWA KC Metro Chapter
Skid Steer Course**

Name: _____

Organization: _____

Date: _____ Time: _____

Seat Belt	50 Points	
Bucket Edge Above Cone Tops	10 Points	
Hit barricade	50 Points each	
Missed Tennis ball	25 Points each	
Failure to navigate	100 Points each	
Cones Hit	10 Points each	
Barrels Hit	50 Points each	
Tire obstacle	100 Points	
Sub-Total		
Time (Time Stops After 7 Minutes)	Time 3:00 Maximum 1 Point / Second Over	
Total Points		

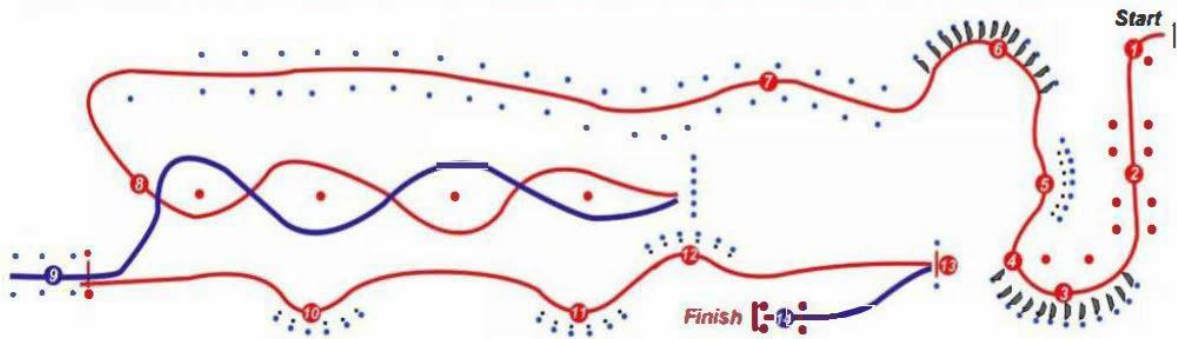
Head Judge: _____

4. Snowplow Course



Snow Plow Truck Course

- Pin ■
- Cone ●
- Barrel ●
- Forward —
- Back up —



Example Only

- Seat belt is required. Event judge will ask you if you are ready. If you respond "yes" your seat belt must be on or you will be penalized.
- Judges decision is final.

**Mid-America Equipment EXPO
APWA KC Metro Chapter
Snowplow Course**

Name: _____ Number _____

Organization: _____ Big Plow Small Plow

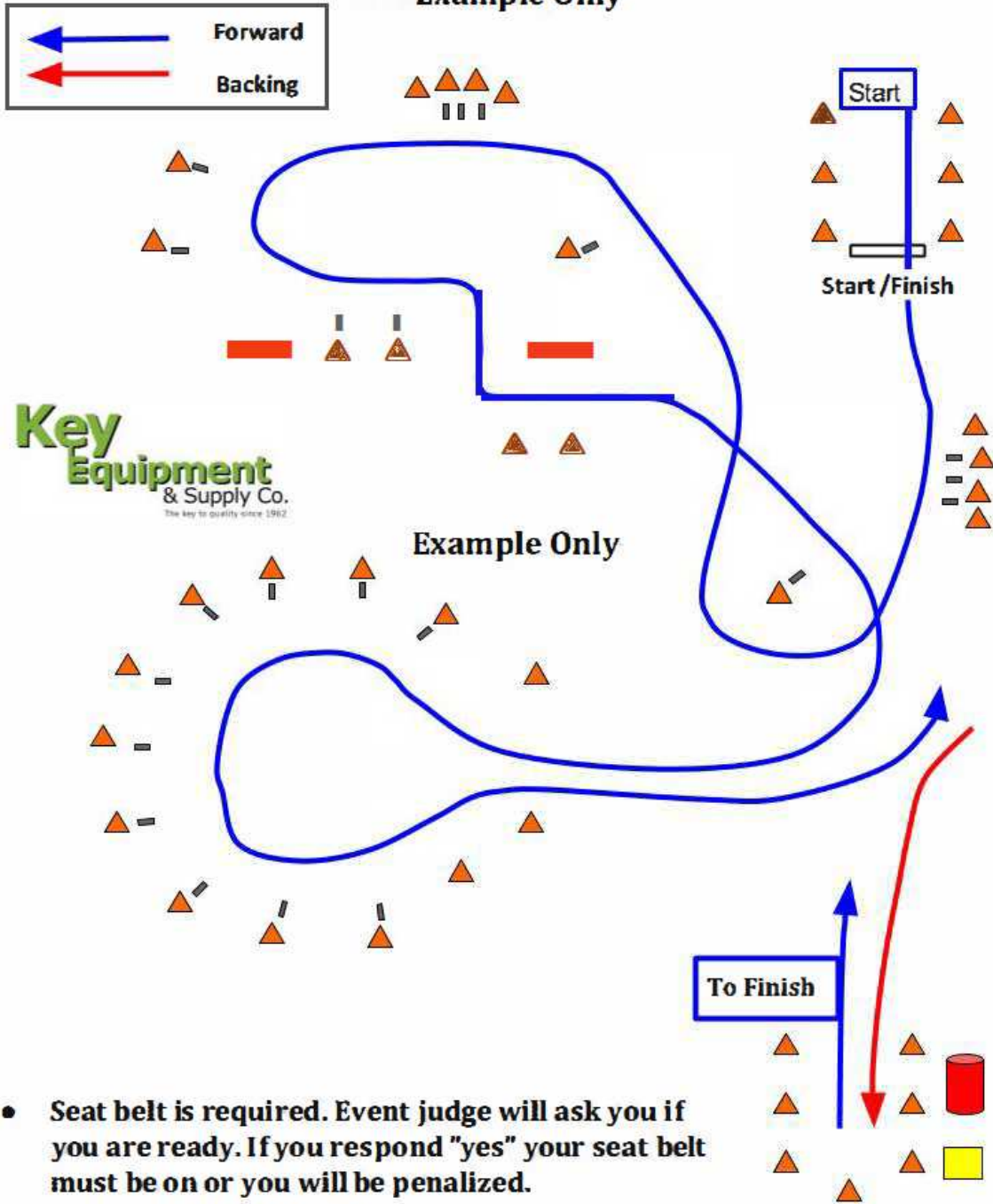
Date: _____

		Judge's Tally	Total Points
Seat Belt	50 Points		
Controlled Left turn	Hit Barrel / 25 points each hit Miss gates / 25 points each miss		
Offset Alley	Hit Cones / 25 Points each hit Hit Barrels / 25 points each hit		
Curve	Hit Cones / 50 Points each hit Miss gates / 25 points each miss		
Controlled Right turn	Hit Barrel / 25 points each hit		
Parked Car #1	Miss Pipes / 25 Points each miss Hit Cones / 25 Points each hit		
Outside Curve	Miss Gates / 25Points each miss Hit Cones /50 Points each hit		
S Curve	Hit Cones / 25 Points Each Hit		
Serpentine	Hit Barrels / 25 Points each hit Miss Barrels / 25 Points each miss		
Round-About	Hit Cones / 25 Points each hit Hit Barrels / 25 points each hit		
Parked Car #2	Miss Pipes / 25 Points each miss Hit Cones / 25 Points each hit		
Parked Car #3	Miss Pipes / 10 Points each miss Hit Cones / 25 Points each hit		
Parked Car #4	Miss Pipes / 10 Points each miss Hit Cones / 25 Points each hit		
Cutting Edge and Wheels Past Line	Cutting edge NOT behind line / 25 pts Front Tires PAST line / 10 points		
Loading Dock #2 and Finish	Hit Barrel / 25 points each hit Over 6 Inches / 3 Points "Per Inch" Hit Dock / 100 Points		
Failure to negotiate any part of course correctly	100 points		
Time	Time Under 3:30 – 5 Points / Second Time Over 4:00 – 1 Point / Second		
Total Points			

Event Judge: _____ Head Judge: _____

Street Sweeper Course

Example Only



- **Seat belt is required. Event judge will ask you if you are ready. If you respond "yes" your seat belt must be on or you will be penalized.**
- **Judges decision is final.**

**Mid-America Equipment EXPO
APWA KC Metro Chapter
Sweeper Exercise**

Name: _____ Number _____

Organization: _____

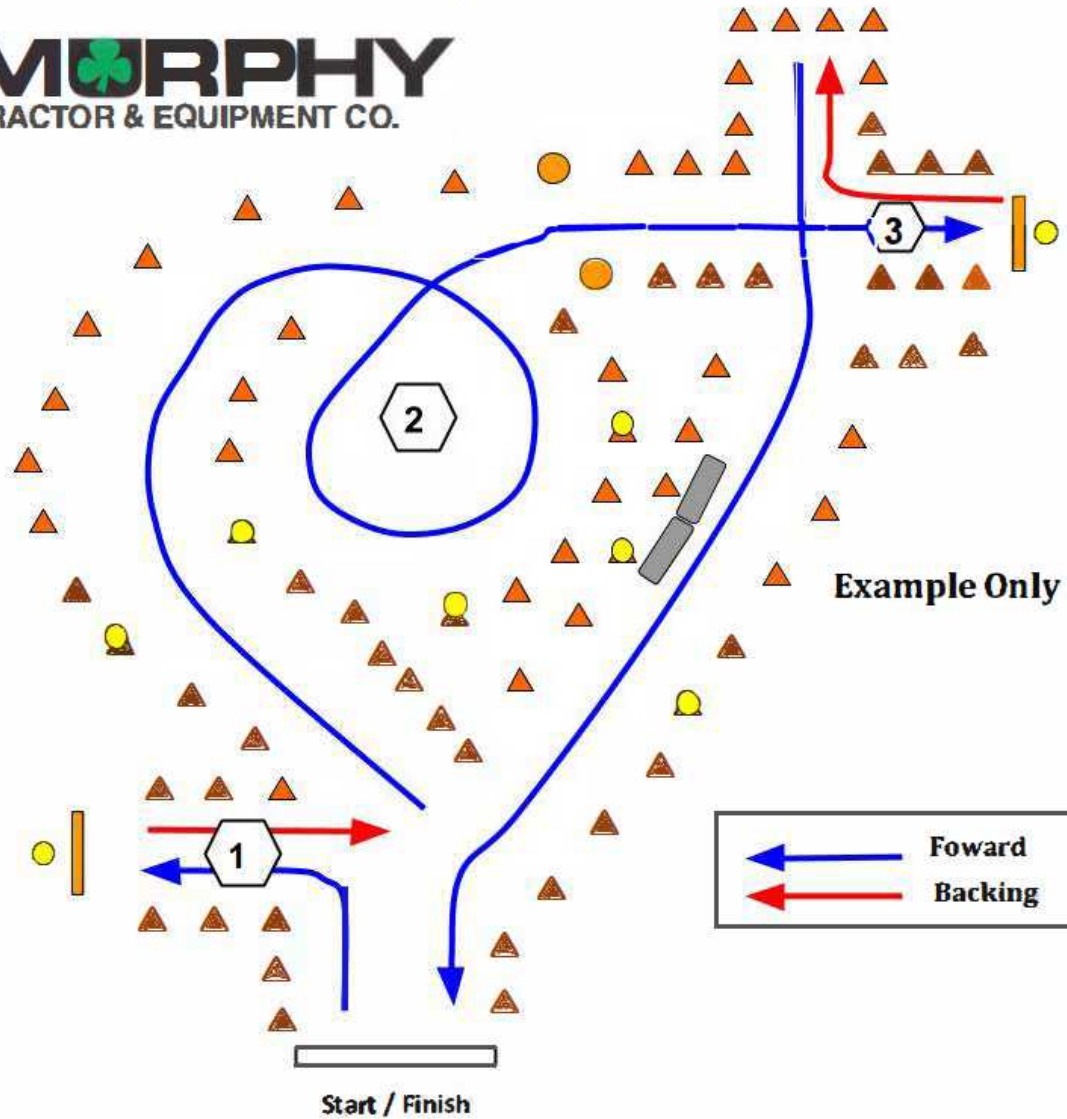
Date: _____

		Judge's Tally	Total Points
Seat Belt	50 Points		
Start Area	Hit Cones Each / 10 Points		
Right side curve	Hit Cones Each / 10 Points Missed Pipes / 10		
Parked Car	Hit Cones Each / 10 Points Missed Pipes / 10 Hit Car /100		
Right side cul-de-sac	Hit Cones Each / 10 Points Missed Pipes / 10 Hit Mailbox /50		
Water fill station	Hit Cones Each/ 10 Points Hit wall /100 18+Inches 5 Points / Inch		
Storm Drain	Hit Cones Each / 10 Points Missed Pipes / 10		
Left side curve	Hit Cone / 10 Points Missed Pipes / 10		
Left side Cul-de-sac	Hit Cones Each / 10 Points Missed Pipes / 10 Parked car /100 Basketball goal /50		
Storm Drain	Hit Cones / 10 Points Missed Pipes / 10		
Loading Dock & Finish	18+Inches 5 Points / Inch Hit Dock / 100 Points Hit Cone / 10 Points		
Time	Time Over 5:30 - 1 Point / Second		
Total Points			

Event Judge: _____ Head Judge: _____

Wheel Loader Course

Example Only



Example Only

- **Seat belt is required. Event judge will ask you if you are ready. If you respond "yes" your seat belt must be on or you will be penalized.**
- **Judges decision is final.**

**Mid-America Equipment EXPO
APWA KC Metro Chapter
Wheel Loader Exercise**

Name: _____ Number _____

Organization: _____

Date: _____

		Judge's Tally	Total Points
Seat Belt	50 Points		
Missed Balls	10 Points		
Hit stand	25 Points		
Hit Barricade	50 Points		
Hits Cones	10 Points		
Hit Barrels	25 points		
Failure To Negotiate Course Obstacles	100 Points		
Bucket Touching Ground	100 Points		
Sub-Total			
Time (Time Stops After 7 Minutes)	Time 3:30 Maximum 1 Point / Second Over Under 3 mins 5 Point / a Second Over		
Total Points			

Event Judge: _____ Head Judge: _____

B. Sample Budget Template

NCB TPWA Rodeo Budget (100 operators, 20-30 visitors)

Expense	Budget	Notes
Venue	\$0.00	ASCO Facility
Food & Beverages	\$2,250.00	
Signs & Printing	\$500.00	
Apparel	\$0.00	
Office Supplies	\$100.00	
Equipment Rental	\$0.00	ASCO Provides
Trophies & Awards	\$175.00	giftcards
State Rodeo Scholarship	\$ 1,000.00	
Items for course layout & competitions	\$3,000.00	includes tents, tables & chairs rental
Travel & Lodging for VIP's	\$0.00	
Day Labor (only if volunteers are not available)	\$0.00	
Insurance (extra if needed)	\$0.00	
Total Expenses	\$ 7,025.00	