

CAMPGROUND COMMITTEE

Meet with RAGBRAI Staff

All Towns February 21/22/23

Campground Walk-through with RAGBRAI Staff

West FEB 28, MARCH 1

East March 21/22

Campground Walk-through with Moore's Portable Toilets

May and July

Attend Host Town Meeting in Des Moines on March 10.

(Campground break-out session)

Chairperson's Role & Responsibilities

Advice from previous committee chairpersons of RAGBRAI overnight towns varies, but the top recommendation from all is to read the chapter pertaining to your committee. Familiarize yourself with all the duties and responsibilities discussed in the handbook. Educate your other committee members about the content in your chapter. Reading the entire book is also recommended to eliminate duplication of effort among committees. Establish a game plan. Then develop a timeline with specific completion dates for critical steps.

Keep these points in mind when conducting committee meetings:

- Have an agenda
- Keep meetings short, no longer than one hour
- Take minutes at each meeting
- Ask your Executive Committee Chair to attend
- Prepare for contingencies ... "What if?"

Above all else-

DON'T LET GREED BE THE MOTIVATOR. YOU SHOULD GET ALL AGREEMENTS IN WRITING. A COPY OF ALL AGREEMENTS SHOULD BE FORWARDED TO THE TREASURER.

What is the number one complaint received by RAGBRAI? It is always something about the campgrounds, so we are starting this section with the complaints that RAGBRAI receives most often

about the campgrounds. If you are aware of what to watch for, this will help you create a better plan.

#1 complaint

Not enough portable toilets in the campgrounds.

#2 complaint

Campgrounds are located too far away from the food, showers or shuttle stop.

#3 complaint

Poor signage, had trouble finding the campgrounds.

#4 complaint

Can't find RAGBRAI's baggage trucks.

#5 complaint

It was a hassle getting the vehicles into the campgrounds, and the lines were very long.

#6 complaint

Unable to locate water to fill water bottles.

#7 complaint

The RV's are too close to the tent campers.

#8 complaint

The camping area is too close to the entertainment.

#9 complaint

Campgrounds are too noisy.

#10 complaint

Too many big clubs or teams roping off too much space or too much shade for their teams.



Size and Location

You will need 80-85 acres or 25 square blocks to accommodate approximately 10,000 registered riders and 3,000 support people. (Good rule is that you can get 200 campers per acre) Of the 80-85 designated acres, the official RAGBRAI charters will account for 20 acres. Towns most often locate the

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campgrounds at the county fairgrounds, in city parks, at the elementary school or high school grounds, or on college campuses.

Each tent requires approximately 12' x 12' of space, or 4 yards x 4 yards. This said, each tent requires approximately 16 square yards. Those figures do not allow for much space between tents, so to provide a comfortable campground, increase the amount of tent camping space to 25 square yards per tent. There are 4,840 square yards in an acre. The area of a football field inside a track is approximately 1.3 acres. **So in theory a football field, or 1.3 acres, could accommodate about 250-260 campers.**

Another way to look at this would be to calculate campers per acre. Based on our calculations, **an acre of camping should accommodate 200 campers.** However, when working with large groups who, in addition to their riders, also bring vehicles, shade tents, solar showers, etc., a comfortable campground will fit about 150-200 campers per acre.



Ideally your campgrounds should be located on flat terrain, and try to avoid stubble fields.

When planning the location of your campground, look to see whether it is near creeks, rivers, gullies, or in low-lying, flood-prone areas. Consider avoiding these sites or have an alternate site in case it floods before the riders get there.

If possible, campgrounds should be located within the same general area as the vendors. The last thing cyclists want to do after riding 70 miles is to have to get on their bikes again to ride across town to eat or take a shower.

All campgrounds must maintain a fire lane between tents for access of emergency vehicles.

Often towns do not have 80-85 acres all in one location, which means they must set up more than one campground location. Many towns that must have more than one campground will give each a

name. Try to name your campgrounds so that locals will be able to direct riders to that campground if they are asked. Examples would be the Main Campground at Johnson Park, Freedom Middle School Campground, Jones County Fairgrounds Campground, etc.

Once the size and location of the campgrounds have been determined, a map shall be created and the campground locations should be added to the town map on your Web site. *See the Orange City map at the end of this section.*

In addition, a supplemental map of the campground(s) segmented and numbered/labeled should be produced and provided to the campground volunteers and the Information Center. A map of this detail provides a quick reference to locations of teams, showers, vendors and other RAGBRAI resources. *See the Ames maps at the end of this section.*

Make sure that your campground map uses the universal map key symbols from the chart in the Publicity Committee section. (CD)

Also the map should show:

- Bike routes and the support vehicle routes into and out of the Main Campgrounds.
- Vehicle route from the edge of town to the campgrounds.
- Location of the Town Information Center, the Message Board and RAGBRAI Information
- Location of the Official RAGBRAI Bike Shops and Bike Demo Companies.
- Location of RV dump sites
- Location of the RAGBRAI Baggage Truck

This map should be completed and published online by June 15.



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2018 towns	# of campgrounds	total acres (campable)
Onawa	2	60
Denison	11	80
Jefferson	3	60
Ames	5	90
Newton	4	70
Sigourney	8	85
Iowa City	3	90
Davenport	1	25

Campground Essentials

The Campground Committee has the responsibility of working with a host of other committees for services that will be located in the campgrounds. Any “official” campground listed on your town map or web site must have the following services available:

- Portable Toilets
- Showers
- Food Vendors
- Free Water bottle filling
- Shuttle Stop
- Signage

Portable Toilets (Kybos)

Showers & Sanitation Committee has the responsibility of arranging for the toilets that will be located in the campgrounds.

When setting up the campgrounds, work closely with the Showers & Sanitation Committee regarding the location for the portable toilets and hand washing stations. RAGBRAI provides 84 regular portable toilets, 6 handicapped units and 24 hand wash stations to supplement your permanent facilities in the campgrounds. A portion of the toilets are set up the day before, with the remainder arriving around noon the day of. In the event there are multiple campgrounds, the toilets are divided among a maximum of 6 locations, with one handicapped unit in each ‘cluster’. If portable toilets are needed in more than these 6 locations, more toilets may be needed from your local vendor.

The location for the portable toilets will be established in advance by the town's Showers & Sanitation Committee chair, the Campground Committee chair, and the RAGBRAI portable toilet contractor, Action Services. The Action Services’ representative will inspect the location in May. The location must be accessible for servicing, so gravel or hard surfaces work best. The drivers for the portable toilet company and their service personnel have instructions to set the units only as previously arranged with the local committee. Once the toilets

are set they cannot be moved except in an emergency. The Sanitation Committee chair is the only one who will be able to make changes and only through the company supervisor. There is too much confusion when too many people are involved.

Make sure that you have handicapped accessible camping areas close to the toilets.

Showers

Showers, Sanitation & Recycling Committee has the responsibility of arranging for the showers, they are typically located in the campgrounds.

When setting up the campgrounds, you should work closely with the Showers, Sanitation & Recycling Committee regarding the location for the showers. Your town will need at least 125-150 showerheads to accommodate the crowds. Showers should be open by **7:00 a.m. or earlier** on both days for the riders and support vehicle drivers and personnel who arrive early.

Additionally, making showers available near the bike shops will be much appreciated by the mechanics and their staff that work late into the night fixing bikes.

Food Vendors

We strongly recommend to the Food & Vendor Committee that they set up a food stand or two for sandwiches, cold drinks and snacks in the campgrounds.

Food made available in the campgrounds will serve both the riders as they come in off the road as well as workers and volunteers in the campgrounds. Plan to serve something light, mostly grab & go type food, not a full sit-down meal. Concession type food works best in the campgrounds.

Serving a full meal in the campground can also prove profitable – Harlan served close to 1000 pasta dinners at \$10 each. Also work with the Food & Vendor Committee to provide an ice truck in the campgrounds.

We also recommend additional trash receptacles and/or a dumpster be placed amongst the food vendors to handle the extra trash.

Signage

Publicity/Signage Committee has the responsibility of arranging for all signs, many of which will be located in the campgrounds.

The Campgrounds Committee should work with the Publicity Committee’s Sign division to set up

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directional signage to the campgrounds. Set up your signs and then drive the route, asking yourself: Do the signs begin too far out of town? Are the signs an appropriate distance apart? Keep the wording on the signs short. You can't have too many signs. **The bigger the better for the support vehicle drivers.**

To help handle the large number of directional signs posted by teams & charters, consider placing large poster boards at key intersections. This gives teams a place to post signs rather than using existing roads signs and poles.

Some examples of signage needed:

- Support Vehicle Route
- Water Bottle Filling Stations
- Ice
- Shower Locations
- Shuttle Stop Locations
- Baggage Truck Location
- Directions to Campgrounds

Free Water

Free water must be made available in each of the campgrounds. There are several ways to provide free water for riders. The easiest method is a simple hydration system made with PVC pipe that allows multiple people to fill water bottles at the same time.

Knoxville used PVC pipe and installed ten spigots that turned on/off. This limited the amount of runoff water. These locations should be visible, well-marked and placed in an area with proper drainage.



Types of Campgrounds

RAGBRAI campgrounds are made up of a combination of the following:

- Main Campground
- RV Campground
- Support Vehicle Campground
- Family/Quiet Campground

MAIN CAMPGROUND

If towns are forced to have more than one campground because of a lack of space, they will designate one as the Main Campground. The primary purpose of the Main Campground is to accommodate those riders who do not have support vehicles to haul their baggage. The RAGBRAI Bicycle route is marked from Main Campground to Main Campground.

In addition to the other Campground Essentials, please plan on locating the following in the Main Campground:

- Town Information Center
- RAGBRAI Information & Merchandise Tent (10' x 20'), plus one box truck for support
- Message Board
- RAGBRAI Baggage Trucks – 2 semi-trailers plus one truck & supply trailer
- First Aid Station
- SAG Wagon Drop-off
- Bicycle Repair Shops
- Baggage Valet Fund Raiser (optional)
- Telephone & Internet Service (if available)

Local Information Center

The Information Center Committee has the responsibility of arranging for the Information Center, and the primary Information Center should be in the Main Campground. The Information Center must be easily accessible and highly visible to the visitors. The center should be well lit at night. Plan to work with the Information Center Committee to find a suitable location in the Main Campground. At the entrance to the main campground works best, or provide signage so riders can easily find it.

RAGBRAI Information & Merchandise Tent and Other Official Vehicles

Space near the main Information Center in the campground should be reserved for RAGBRAI's Information & Merchandise tent. It serves as RAGBRAI's main Information Center for ride related questions and Lost & Found. Also accompanying this tent will be a 26' truck and approximately five RAGBRAI support crew SUVs.

RAGBRAI's Information & Merchandise tent setup will arrive in the campground around 9:00 a.m., will open by 1:00 p.m., and will close between 8:00-9:00 p.m.

Message Boards

Information Center Committee has the responsibility of arranging for the Message Boards. The Message Boards will be located in the Main Campground.

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A Message Board serves as a means of communication with the teams. As soon as the riders roll into town, they will look for the Message Board to find notes left for them by their other team members. The Message Board will need to be located near the Information Center. It will be the responsibility of the Information Center Committee to create the board. For your planning purposes, however, the board is usually 2-4 sheets of 4' x 8' plywood, well-lit at night and protected from the elements. The usage of the message boards has declined somewhat over the years due to cell phones and better planning by teams, but we still saw a demand for this in 2018.

RAGBRAI Baggage Trucks

RAGBRAI uses two semi-trucks with 53' trailers to carry the baggage for riders who do not go with charters or large teams that have vehicle passes. Therefore, all of the people that the baggage trucks service will be camped in the Main Campground.



The trucks will arrive at the Main Campground between 10:00 a.m. and noon to set up and unload. Accompanying the semis will be one truck and a 30' trailer. A space about 50' x 200' on a hard surface needs to be reserved in the Main Campground for the baggage trucks plus a minimum of 4 acres (or 3 football fields) of open grass camping should be cordoned off for the "RAGBRAI Baggage Truck Camping". A closed campground road or parking lot is ideal for the trucks to help prevent baggage theft and vandalism. RAGBRAI's Crew will erect a portable fence to secure the area when the trucks arrive. The Assistant RAGBRAI Director will work closely with the campground chair to identify a suitable location for the baggage trucks.

Riders using the baggage trucks cannot transport their baggage for long distances so they need to be able to camp close to the baggage area. Do not allow large teams or charters to cordon off camping spots near the baggage truck location. In 2018,

there were approximately 1500 people who used the RAGBRAI Baggage Trucks.

RAGBRAI officials will help secure the baggage truck camping area first thing in the morning. RAGBRAI will provide additional "RAGBRAI Baggage Truck Camping" signs to assist in the enforcement.

Important: The Information Center volunteers will need to know where RAGBRAI's baggage trucks will unload and load. The location of the baggage trucks should also be marked on the campground map and maps in the tabloid using the baggage truck icon from the universal key. Signage to the trucks will also help guide riders to the baggage trucks.

The trailers will stay parked for the night where they unloaded so they can be loaded in the same place the next morning. The accompanying 30' trailer will remain in the campground overnight, but the semi cabs and support truck typically unhook after unloading and return in the morning.

First Aid Station

Medical Committee has the responsibility for the First Aid Stations, one in the main Campground.

If possible, the Medical Committee is encouraged to try to locate the first aid station in an air-conditioned building or a tent in a shady area with plenty of fans in or near the Information Center at the Main Campground. This location should also have vehicle access for our SAGs to deliver injured riders and for ambulances to pick-up riders if transport is needed. The station needs to be open from 8:00 a.m. until about 1-2 hours after the main activities are finished that evening. The First Aid Station should be well marked and easily found by all riders.

SAG Wagons

The Campground Committee also needs to plan for a RAGBRAI SAG WAGON drop-off area in the Main Campground as close to the RAGBRAI Information Center and First Aid Station as possible in case a rider needs medical attention. Riders who break down on the route are picked up by one of four "SAG wagons", 15-passenger vans pulling a bicycle trailer. SAG stands for "Support And Gear"

These vehicles will pull in, unload quickly and then return to the route. SAG wagon drivers will patrol the route until 6:00 p.m. They will not need to park in the campgrounds overnight.

Bicycle Shops & Product Demos

RAGBRAI has official bicycle shops and product demo manufacturers that accompany the ride. Details regarding the setup and location for the bike

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shops and demos can be found in the Food & Vendor Committee section. If the bike shops and product demos are not located in the downtown area with the food vendors, then they will be in the Main Campground. Either way, at least one bicycle repair tent will be set up in the Main Campground.

You should make sure your Publicity Committee's Sign division has made signs directing riders to the Bike Shop location, plus have it marked on the tabloid map using the bicycle shop icon on the universal key.



Baggage Valet Fund Raiser

Some riders like to camp as close to the baggage truck as possible so they don't have to carry their baggage very far to their campsite. A good fund-raiser for local youth groups is a baggage valet service to move the riders' baggage with wheelbarrows or lawn carts for a fee or tips. In years past, towns have reported their luggage valet service took in nearly \$800 in tips.

We advise that you have plenty of strong youth to help because some of the bags are quite heavy. We suggest you advertise in the handout tabloid and post a large sign about the service to let riders know about it. We also recommend having a picnic table with an umbrella and plenty of ice water so the riders are comfortable while they wait.



Be sure to also have the service available starting at about 5:00 a.m. the next morning to help the riders transport their bags to be loaded.

Telephone & Internet Service

Communications Committee has the responsibility of arranging for telephones and/or internet. These services are usually located in the campgrounds.

Your local telephone company will usually work with you to provide additional service. It is beneficial to have at least one hard line phone located in or near the Information Center in the Main Campground.

You could consider providing a phone charging station within or close to the Information Center. This is a much appreciated service for the riders to utilize. Riders should be expected to supply their own charging cord.

RV CAMPGROUND

The number of RVs/Buses on RAGBRAI has been steadily increasing over the years. An estimated 550 RVs came on RAGBRAI in 2018. These vehicles take up large amounts of space and the owners are hoping to park them on grass or in parking lots that have grassy areas right next to where they park their RV. They typically have tent campers that want to camp around the RVs. The 550 RVs provided support for over 2,000 participants in 2018.

We suggest that RVs are parked in their own area, away from tent campers. This allows for generators to run longer if needed. **Towns that help park RVs and guide them into spots will park more RVs in the same space than unguided parking of RVs.**

When parking RVs, leave enough space between each one for a slide-out, but not necessarily an awning. There is no need to provide water or electric hookups for RVs. You can charge them if you have hookups available. Otherwise there is no charge for RV camping.

SUPPORT VEHICLE CAMPGROUND

If the Main Campground is not large enough to accommodate all RAGBRAI campers, other campgrounds may be designated as the support vehicle campgrounds. You will have a large number of small vehicles that are supporting a handful of riders each.

These groups are in addition to the charters and large groups that you might place in advance. There will be about 1000 small support vehicles that support about 5000 riders total. Make sure you identify plenty of room for these groups, so they

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don't have to encroach onto the assigned spots you have for charters and large groups.

They will want to have camping space next to their vehicle. You will want to make sure that support vehicles have easy access to where their riders will set up their tents.

Some towns will divide the tent campground with creatively labeled street names to break up large areas. This convenience helps the riders to find their way and gives them some kind of identifier so that drivers can leave a message on the Message Board or more accurately tell the Information Center where they are camped so team members can locate the camp site.

One town located a vehicle campground in a park but would not let the vehicles on the grass to unload. They wanted to require the support vehicle drivers, who were setting up camp for their riders, to haul tents and bags from a parking lot across the street and down the road. Not a good idea.

To eliminate parking problems and ease traffic congestion, volunteers and sightseers should be directed to parking areas or shuttle stops distant from the campgrounds.

It is of utmost importance that someone is **at each campground entrance before 6:00 a.m.** to monitor support vehicles as they arrive. Otherwise, drivers of unauthorized vehicles will park in the campground, leave their vehicles and you'll never get them moved. If there are areas that you do not want vehicles parking in, be sure to clearly mark the area with signage that states, **NO PARKING – VEHICLES WILL BE TOWED AT OWNER'S EXPENSE!**

One of the complaints we often receive is that the bikers ride all day and then all the vehicles are parked in the shade. Please watch for this and prevent it from happening if possible.

FAMILY CAMPGROUND

Several towns have offered a family or quiet campground. This allowed groups to stay away from noisy or rowdy campers. This has been well received by those traveling with young children.

Typically, 1000-1500 people will take advantage of the family/quiet campgrounds. Schools are good locations for these campgrounds as they don't allow alcohol or tobacco on their property.

Label the quiet campground on your map, and provide the normal services for this area (showers, water, porta-pots, etc).



Handling Requests

Several participants attend RAGBRAI as part of a group or as a member of a charter. Some of these charters and groups can be large in number. It will be in your best interest to place these large groups in a campsite ahead of time. It is difficult for a large club or charter to find ample camping for 500 people the day of the event.

A Charter is a company that operates within RAGBRAI to provide service to RAGBRAI participants for an additional fee. These services can include baggage service, tent service, and some extra amenities in camp. Charters range in size from around 100 up to 1500. A Group is made up of several people who register together for the ride. Groups range in size from over 200 down to 2 or 3.

RAGBRAI officials will provide you with contact information for the charters sometime after the March town meeting. You can reach out to the charters when you are ready to begin placing them. Contact information for all registered Groups will be sent to you after May 1. This will include how many vehicles they plan to bring, as well as total numbers in the group. You can reach out to the groups when you are ready. Unless you give permission, your contact information will not be shared by RAGBRAI officials with any charter or group.

You can ignore any campground requests from groups prior to May 1.

Representatives from each charter and some of the larger groups will schedule an onsite visit with you to view possible camping locations. This takes some time to arrange but is worth the effort as you will have a large chunk of RAGBRAI participants set in place before the event. **Try to have all charters placed by May 1, and all groups placed by July 1. In 2018 RAGBRAI had 78 groups of 30 or more.**

These charters and large groups are often placed in areas outside of the designated RAGBRAI campgrounds. All the normal facilities will still need

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to be provided. Work with each group or charter to confirm whether they bring their own porta-pots and showers. Some do.

Once you have placed a charter or group, make note of that location. Mark their campground on your map and email it to the contact as a confirmation.



We encourage you to send these maps and letters as soon as you possibly can, because if you delay, the teams will be calling and bugging you for the information. Also, provide a list to the Information Center of where the large groups and charters have been assigned for camping. Each group or charter will be responsible for claiming their assigned spot on the day of the event.

In addition to the maps, some towns also emailed parking decals according to the assigned location of the particular group and their associated vehicle(s). The decals contained large lettering and assisted law enforcement in directing incoming traffic. When vehicles arrived, if they had a HS they went left to the high school, if they had a FG, they went right to the fairgrounds.

Some requests may come from large groups who do not want to stay in the campgrounds but want a more private camping location.

Here you have a choice to make; you can send them your usual map of the campgrounds and tell them that is what is available; or you can choose to find them a private camping location, such as at the local country club or on a soccer field.

If you do the latter, there are a few things to worry about. **You can tell the group that you provide portable toilets and showers only at official campgrounds.** If they need facilities at this private location, they are going to have to be responsible for renting their own portable toilet(s). Give them local rental information. The cut-off date for scheduling portable toilets is usually about June 15. (Please

refer to the Sanitation Committee section of this handbook for information regarding portable toilets.)

Placing groups in special areas may present other problems. If other riders see the group pitching their tents, they may also pitch their tents there and soon hundreds could end up camping there with just one portable toilet the club had rented. If this happens, it is not feasible to try to move the squatters. You will have to establish a contingency plan to move some city-rented portable toilets from other sites to this area.

We also encourage you to set a cutoff date such as June 15 for camping requests.

Smaller groups of people (15 or less) requesting private housing or camping apart from official campgrounds should be referred to the Housing Committee.

Support Vehicles with Passes

Each year RAGBRAI issues 1,700 vehicle passes for drivers providing support to a team of riders. They are carrying baggage and have a need to unload and park beside their rider's tents. They should be allowed into the campgrounds to get equipment to the camping area.

Some campgrounds might be designated "tent campers only, no vehicles" whereas vehicles should be directed to campgrounds where they are allowed to park and camp.

There are six types of support vehicle passes issued (Other Vehicle, Other Vehicle + Trailer, Truck, Truck + Trailer, and RV/Bus, RV/Bus + Trailer), depending on the type of vehicle. The passes should be displayed in the lower left-hand corner of the windshield (driver's side).



These vehicles will have an 'Other Vehicle' sticker:

- Supporting bike club and charter vehicles

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- Vehicles supporting small groups
These vehicles will have a 'Truck' sticker:
- Large Straight Truck (i.e. Ryder, Penske)

These vehicles will have a 'RV/Bus' sticker:

- School Buses
- RVs, Travel Trailers/5th Wheels

Before RAGBRAI begins, we will give you a sample of the three types of vehicle passes we issue so you can familiarize your volunteers with them. Each year the vehicle pass is a different color and shape. They are also sequentially numbered.



“OFFICIAL VEHICLE ALL ACCESS” DECALS

Passes are provided to all official RAGBRAI vehicles. These vehicles will have an “Official Vehicle All Access” decal across their windshield and an “Other Vehicle” sticker in the lower left-hand corner of their windshield.

These vehicles are:

- RAGBRAI Crew Official Vehicles
- SAG wagons & trailers
- Bike shop and Demo Team vehicles (will be marked with a special Bike Shop decal as well)
- Baggage trucks
- Des Moines Register reporters and staff.

Vehicles with these credentials should be given access to all locations in your town.

Unauthorized Vehicles and Riders

All the vehicles mentioned above are bona fide participants of RAGBRAI, having gone through the drawing and been issued official credentials. We can only control the number of vehicles brought along when people follow the rules. People who bring vehicles without the proper passes are the ones who

cause congestion in the towns and we want to discourage them from coming by charging extra for all services and goods they receive during the ride.

We strongly recommend that only vehicles with official vehicle passes be allowed into any official campground; however, as a host town, it is your decision. *Some towns have charged vehicles \$25 to enter without passes and admit them to a separate campground area.* We hope you will reserve parking space in your campgrounds only for the authorized vehicles and make those vehicles without passes park in a separate designated area.

Unofficial vehicle drivers will try to argue, coerce and sometimes even get angry, so you MUST have an official at the entrance to enforce the rule. You will also need to plan for the exit of illegal vehicles. One town reports that they did not plan an exit for turning away these vehicles and the traffic backed up because the driver was not allowed into the campground but could not back up to exit. They finally had to let them through because they determined it was more important to keep the traffic moving. Talk with the Law Enforcement and Public Safety Committees about your needs for an officer for traffic control.

Unfortunately, there will be thousands of people who will be on RAGBRAI and feel it is their right to participate without paying the registration fee. These “bandits” / “renegades” / “undesirables” are owed no services or accommodations as they have not registered for such. As mentioned above, these unregistered riders are typically accompanied by unregistered vehicles and therefore a plan must be in place to handle their arrival and when they ask, “Where do I go?” We do not recommend allowing entrance to official campgrounds, but instead designating alternate locations for them to park.

Send them to an open space on the edge of town. Provide no services and ensure that these people are aware of that fact. If you decide to provide some services, you may charge a fee for the vehicles to enter. This fee would cover the cost of provided services (kybos, shuttles, etc.).

NOTE: don't designate an unregistered campground on your campground map. This makes it look like you are providing the same level of service to nonregistered riders that you do for those who follow the rules and register.

Some towns in the past have tried to charge registered participants for camping. We do not recommend this and find it causes ill feelings.

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Swimming Pools

If your campground has a swimming pool, keep capacity in mind and try to devise a system to rotate the swimmers so as many people can enjoy it as possible. If it's hot and humid, many will go to the pool to seek relief. In 2016, Shenandoah posted a set schedule, and then cleared the pool every two hours. Riders would line up and wait to enter the pool when a new two-hour window opened up.



Management of Campsites

With multiple campgrounds, it is impossible for the Campground Chair to oversee and directly manage each campground when RAGBRAI arrives. It is advisable to recruit campground managers for each campground. These managers serve as the eyes and ears of the Campground Chair and will assist in directing the campground activities during RAGBRAI.

Volunteers

If you want it to work, you must have several people at each major campground to direct parking, check vehicle passes and help campers find their assigned camping site.

Campground Security

The Campgrounds Committee should solicit the Law Enforcement Committee to assist in eliminating troublemakers. All towns should have an adequate number of uniformed officers who patrol the campgrounds continually from 6:00 p.m. until 6:00 a.m. and discourage noise or drinking.



Other Suggestions

- Have water spigots to fill water bottles in each campground. This needs to be well marked so everyone can find these locations.
- Have an ice wagon in the campground (especially in the vehicle area). It's a good fundraiser. 10 lbs bags of ice work best!
- Have volunteers service all showers and portable toilets the town provides every two hours to replenish supplies and check for problems that might arise.
- A Shop-Vac can be used to sweep up water in the showers.
- To cover the "what if" factor: line up farmers ahead of time just in case they're needed to assist vehicles from campgrounds – in case of rain, large vehicles can become stuck if parked in grassy areas
- For communication needs, plan on volunteers in the campground and the Information Center have two-way radios.
- One or more food vendors in the campground
- A past campground chair printed a large area map that was used to keep track of placing large groups. The map was posted on the wall in his command central.
- To help handle the large number of directional signs posted by teams, consider placing large poster boards at key intersections. This gives teams a place to post signs rather than using existing roads signs and poles.
- Maintain constant communication with the Showers & Sanitation, Housing and Transportation committees to make sure everyone is on the same page.

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CAMPGROUND COMMITTEE TIMELINE & CHECKLIST

This is a schedule that worked for a town last year. Set a timeline that is reasonable for your community.

FEBRUARY 2022

- Meet with RAGBRAI Staff
- Determine possible campground locations

MARCH 2022

- Determine how many volunteers you will need
- Budgets due to Budget/Fundraising Committee
- Meet with Information Center Committee
- Meet with Housing Committee
- Attend the Overnight Host Town Meeting in Des Moines
- Conduct walk-through of campgrounds with RAGBRAI Staff
- Determine proposed locations for official RAGBRAI bike shops – set aside space in Main Campground if applicable (otherwise they will be located in downtown/entertainment area)

APRIL 2022

- Meet with Law Enforcement Committee to discuss security issues and keeping a quiet campground
- Meet with Medical Committee
- Meet with Showers, Sanitation and Recycling Committee – discuss showers

MAY 2022

- Walk-through with Sanitation & Recycling Committee – discuss trash collection
- Meet with Shuttles Committee to determine the shuttle stops that will be needed
- Meet with Food & Vending Committee to discuss food options in campgrounds
- Walk-through with Action Services & Showers, Sanitation & Recycling Committee to determine proposed locations for portable toilets

JUNE 2022

- Town map of assigned locations of bike clubs/teams & charters in campgrounds sent directly to the list provided
- Town map of Bike Shops location to RAGBRAI (if bike shops are located in the main campground)
- Letters to clubs & teams with campground location map
- Cut-off date for camping requests for large groups

JULY 2022

- Second walk-through with Action Services
- Schedules and assignments for volunteers
- Volunteer orientation and training meeting
- Community clean-up

AFTER RAGBRAI

- Send out thank you notes
- Complete surveys
- Wrap up meeting with RAGBRAI Staff

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**RAGBRAI® CAMPGROUND BUDGET
CENTERVILLE, IOWA (JULY 27, 2016)**

REVENUE

Campground Income	Budgeted	In-Kind	Actual
Sponsorship	0.00	0.00	0.00
Showers (\$2/\$3 per person)	0.00	0.00	0.00
<hr/>			
TOTAL REVENUE	\$0.00	\$0.00	\$0.00

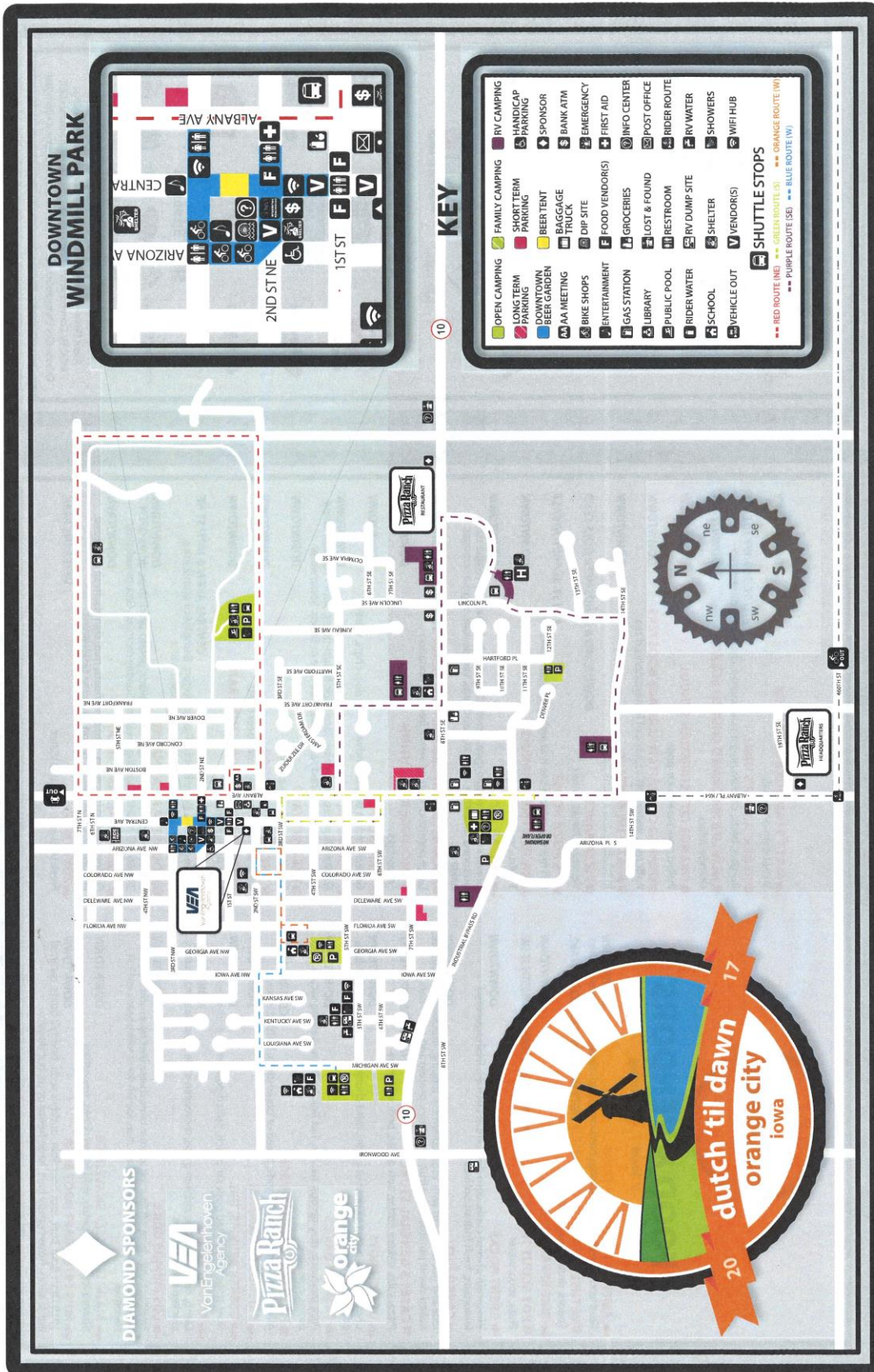
EXPENSES

Campground Expenditures	Budgeted	In-Kind	Actual
Copies, Postage, etc.	200.00	0.00	0.00
Lights/Electrical	3,000.00	0.00	0.00
Janitorial Wages / Repairs	200.00	0.00	324.32
Mowing	800.00	0.00	0.00
Fencing (United Rentals)	100.00	0.00	0.00
Posts (Bomgaars)	200.00	0.00	0.00
Campground Rental	800.00	0.00	350.00
Inverted Marking Paint	240.00	0.00	0.00
Marking Paint Wand	35.00	0.00	0.00
Signs	350.00	0.00	0.00
<hr/>			
TOTAL EXPENSES	\$5,925.00	\$0.00	\$674.32

	Budgeted	In-Kind	Actual
Total Revenue	\$0.00	\$0.00	\$0.00
Total Expenses	\$5,925.00	\$0.00	\$674.32
TOTAL PROFIT/LOSS	-\$5,925.00	\$0.00	-\$674.32

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Orange City Campground Map 2017

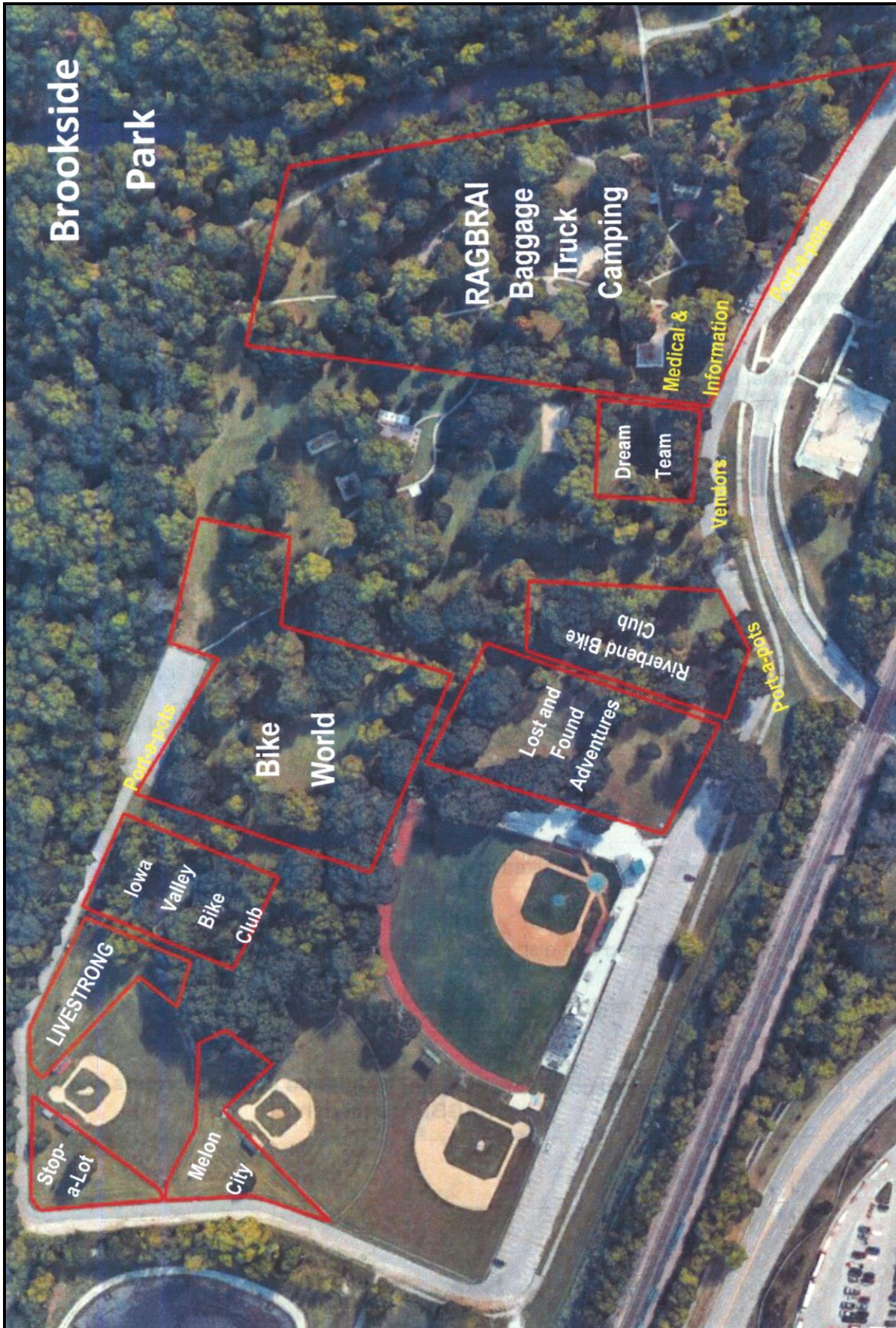


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Ames Campground Maps 2018



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Aerial View of Main Campground - Denison



Aerial View of two Charters (Quail Ridge Park – North Liberty).

