

MG Car Club (Auckland Centre) Inc

Guidelines for Social Run Organisers

There are three sections to these guidelines

1. Prior to the Event
2. On the Day and procedure for Cancellations
3. After the Event

Section 1: Prior to the Event

Dates

Usually the dates for Social Runs will be scheduled in advance on the **yearly planning sheet**. If you have not been given a date, check with the Social Run Subcommittee that the date that you have planned the event for is available before booking your venue. Check it doesn't clash with a similar run to same destination that has already been planned.

Venues

Find venues where there is sufficient parking for the number of people expected to attend, or cap the event so venues are not over full.

Liaise with venue personnel and respect their deadlines for number of people, etc.

Event Announcement

Email event details to the magazine editor, editor@mgclub.org.nz before the magazine deadline and copy to the webmaster, webmaster@mgclub.org.nz, so details can also be posted on to the website. Include Event Name, Date, Destination, Start Location, Run Fee, Booking Deadline, Organiser's name and telephone number(s) with bookings either by email or via website (but preferably not both) – try to encourage Internet bookings and liaise with the webmaster for anything special requirements you want on the online booking form.

Standard run fee is \$5 per car, but this may be more where destination venues want some sort of payment too. Then a 'per person' fee may apply and when this happens, and in order to keep costs down, the \$5 per car fee may be waived (see Section 3).

Bookings

As bookings come in, keep a list of people who have booked with their contact details. On receipt of email, website or answerphone booking (or shortly after), confirm with the person who has booked that booking has been received.

Run Starting Locations

There are a number of preferred starting locations that are close to main arterials, which means people don't have to navigate large tracts of suburbia to arrive there. They are: -

- North: Mills Lane car park off Oteha Valley Rd – between Northern Motorway and Albany Village
BP Autobahn on Northern Motorway, heading north
- West: Western Springs Gardens car park – opp Motat – close to NW Motorway (St Lukes exit)
Westgate Drive, Westgate Shopping Centre, opp AA on south side (Power pylon in car park)
- Central: Auckland Domain, below the Cenotaph
Rose Gardens in Parnell
Archery Club car park or near the Sunken Gardens in One Tree Hill Domain
- South: Botanic Gardens – Hill Road, Manurewa, off Southern Motorway
BP Autobahn on Southern Motorway, at Papakura, heading south.

Start locations should have toilets and perhaps a café.

Run Route

Plot and check run route from starting venue to finishing venue. Keep in mind the type of event and time it will take, at average speeds, to get from start to finish. For example, Midweek Gallivants should be a maximum of one hour's driving. Weekend Social Runs will quite probably and very possibly be longer. Try to find interesting roads rather than navigating the main highways. Keep in mind any times arranged with destination venues.

Run Instructions

Check the route and correct instructions where necessary.
Ensure plotter's name and mobile phone number for contact on the day clearly stated.
Include easy 'return instructions' to nearest main arterial.
Print one copy for each entrant (ie car), plus 2 or 3 extra for people who turn up without booking.

Section 2: On the Day

Arrive early at the start venue with all necessary forms. It's useful to have a clipboard for the indemnity form. Bring a container to put money in.

Indemnity Forms

The MG Car Club Indemnity Form is to be used on every run and is to be filled in by every driver on behalf of him or her, as well as the passengers in that car. Driver and passenger(s) names must be written in.

Collecting Run Fees

Collect run fees should be collected when Indemnity Form is filled in, unless it is a 'pay in advance' event. Arrange for someone to help if necessary.

Run Instructions

Hand out run instructions, one copy per car, when run fee has been paid.

Drivers Briefing

A drivers' briefing is to take place at the start of each event. At the very least, drivers should be reminded to obey road rules, not to form large convoys and to be considerate to other road users. They should drive to the speed limit where possible and ask that if any driver feels like they are holding up traffic – or the convoy – to pull over and let that traffic pass.

Mention any changes to route instructions noted since route checking – eg a road closure mentioned on radio on way to start venue, or crossroads now a roundabout so change instruction 23 to ..., etc.

Remind participants to follow the instructions – the instructions are there for a reason and although driver may know a quicker route to get to the destination, that is not the point of the run.

Run coordinator may like to identify new members and introduce them to make them feel welcome.

Membership cards double as name badges and members should be encouraged to wear them as such. This is also a time to plug the lanyards that are available from the club's Regalia Officer.

Ask for a volunteer to write an article for the magazine.

Cancellation Procedure

1. Inform the webmaster so notice of the cancellation can be announced on the website. If very close to the event you may have to telephone rather than assume an email will be read.
2. Inform everyone who has booked via by the best means possible and depending how close this is to the event, you also may have to telephone or text.

Section 3: After the Event

A list of attendees and each attendee's car is to be sent to the club points coordinator, currently Darryl Bretherton. The list is also sent to the magazine editor and to the person who is writing the article for the magazine, reminding them of the next magazine deadline.

Hold on to the indemnity form for three months, or pass on to Darryl.

Claiming Costs and Paying Run Fees

Plotter may claim plotting costs. Current rate for plotting is .25c a kilometre / .40c a mile. Other expenses, eg printing of run instructions, can be claimed.

Plotter can deduct from his or her costs from run fee if a run fee is being charged.

There may be some events where the run fee has been waived. Plotter can then make a claim to the MG Car Club, if desired.

A profit / loss sheet for the event, with income and expenses, should be compiled and forwarded to Treasurer together with money for banking, or to reconcile what has been banked into the club's account **06 0101 0374781 00**. Please include your name and 'Social Run' in the reference.

Details should also be forwarded to Social Committee so success of event can be gauged.