



The Model T Ford Register of Great Britain

Event Organisers' Pack

Introduction

This pack is designed to assist event organisers with the planning and the administration of a club event, and to ensure that it runs smoothly. It gives you the ground rules which should be followed when planning an event, particularly those regarding the finances, information and publicity, and the essential paperwork to be completed. All matters of the Model T Ford Register policy are underlined so that you are able to refer to them quickly and easily. It also offers advice for the selection and booking of the hotel and the planning of routes and visits. We hope you find it useful.

Section 1 First steps

- 1 Decide if the event is to be
 - a) a one day event
 - b) an event which might include one or more overnight stops.
- 2 Decide on the probable venue and date, and, where necessary, check the availability of the hotel and any other selected venues.
- 3 Before going any further with the arrangements, contact the Events Co-ordinator to
 - a) confirm the date and venue, ensuring that there is no other event in the process of being planned for the area or for the date
 - b) ensure that all entrants to the event will be eligible for points towards the annual Rose Bowl Trophy
 - c) get authorisation for claiming the entitlement to expenses incurred in the planning of the event (See Section 4)
- 4 The provisional timetable of events and preliminary costings should be discussed and agreed with the Events Co-ordinator.
- 5 The Register does not normally include competition within events (apart from concours/condition judging). Please discuss any proposed competition with the Events Co-ordinator as this may be in contravention with our arrangements with the RAC Motor Sports Association (MSA).
- 6 Please ask one of the entrants to write a piece about the Rally for T Topics. When it is complete it should be sent to the Editor for inclusion in the next issue

Section 2 Organising the event

Planning the route

- 1 Plan the timetable of events and visits. Discuss the details of timings and meals/coffees with the hotel, all venues and/or places of interest which will be visited along the route. Ensure that the hotel and/or the starting point have adequate parking facilities. There will need to be space for trailers and modern cars, as well as the Model T Fords attending the event. Please also bear in mind security risks when organising the parking.
- 2 For a full day drive, the route should be approximately 80 – 120 miles long for cars, depending on the time available. For commercial vehicles, particularly ton trucks, a shorter easier route should also be planned. One-day events will require shorter distances. For guidance, work on a maximum average speed of 20 mph to allow for stops, narrow roads, hills etc.
- 3 The route should take into account time and suitable venues for Lunch and Coffee stops. The run will usually start between 9.30 and 10.30 a.m. and be completed before 4.30pm. This will allow time for entrants to be ready for the evening meal at about 7.30 – 8.00pm. For one-day events the run usually starts at about 11.00a.m. and finishes at about 4.00p.m
- 4 It should be made clear whether or not the Lunch and Coffee stops have been included in the package or are to be paid by the entrant on the day. If no actual venue has been booked there must be adequate capacity for all drivers and passengers at the planned stop, either at a single establishment or at a choice in the area.
- 5 The Lunch Stop is usually a very sociable part of the day, and good time should be allowed for this aspect. Also, delays may occur as all the cars arrive at the same time looking for a secure parking space etc.
- 6 The route should avoid major roads and towns wherever possible, and clear directions or a map be given to entrants at the start of the run. Any likely areas of difficulty, e.g. steep hills, busy or difficult junctions or road crossings, should be clearly indicated. Petrol stations on the route are a useful piece of information to be included. An example of a route sheet is included.
- 7 A shorter route should be planned for the Sunday morning of weekend events, as many people will need to leave early in order to drive home. A morning drive with a lunch stop might be considered. Route advice will apply also to the short run.
- 8 All routes need an RAC MSA Exemption Certificate. This is very straightforward to obtain. About three months before the event details of the route should be sent to Austen Bromley, who will complete the necessary paperwork and submit it to the MSA. They will check it to ensure that there are no difficulties likely to occur on the day, (road closures etc.). The forms must be received by the MSA at least 6 weeks prior to the Tour, so you must get the details to Mr Bromley in good time to allow him to complete the form and send it in.
- 9 **Immediately before the event, the routes should be finally checked by one of the organisers to make sure that there are no errors or unexpected problems, e.g. unforeseen road closures etc.** This will give time for any last minute adjustments or advice to be included.

Paperwork

- 1 Once the venue and outline routes have been finalised, the information should be sent to the Events Co-ordinator for final approval, and details sent to the Editor of T Topics for inclusion in the next edition. This should be at least 6 months before the event, allowing sufficient time for entrants to receive the information, and to apply for entry. The Event Information/Application Form for the Spring and Autumn Tours should be sent to Chris Lawson at the same time as he organises the copying of the form.
- 2 For the Spring and Autumn Tours, entry forms should be prepared. An advert will be placed in every prior edition of T Topics explaining that Entry Forms may be obtained from either the web site or the organiser. Rally organisers must forward a copy of the entry form to Mr & Mrs Lawson for them to check and photocopy approx 50 and return these to the organiser. They should receive these well in advance of the Tour. A good guide is to have the forms for the Spring Rally ready prior to the publication of the Autumn T Topics, and for the Autumn Tour before publication of the Spring T Topics. These are latest dates. As many Tours are now publicised earlier, the sooner you do this the better. Mr & Mrs Lawson would be pleased to have them as soon as they are ready.
- 3 The Entry Form must make it clear that this is a Model T Ford Register Event and should include all the relevant information necessary
 - The exact dates and times
 - Details of the venue and parking facilities
 - A short description of the planned runs and meals included
 - A timetable for the event
 - Supplementary Regulations
 - The cost of the accommodation and clear information as to how this will be paid.
 - The cost of any additional items.
 - The name and address of the organiser responsible for the event
 - The closing date for applications
 - A form for completion, to be returned to the organiser providing full details of the entrant, the vehicle and the requirements for accommodation and meals as necessary.
 - Details of any required deposits or pre-payments
 - The following paragraph must be included: *It is the entrant's responsibility to ensure that their vehicle is roadworthy. All entrants will be required to have a valid tax disc, MOT test certificate, drivers licence and insurance cover as well as a warning triangle, two rear reflectors, a rear view mirror and RAC approved fire extinguisher.*
- 4 Confirmation of entry should be sent out shortly before the event with the Supplementary Regulations for the event (see example provided), a map on how to find the venue and timetable for the event.
- 5 A signing-in sheet must be prepared and completed by all drivers. At the top of the sheet there must be a clear list of the requirements as to roadworthiness, and of the documents and equipment (as above). These must be drawn to the attention of the driver before he/she signs, as the signature is his/her agreement that all requirements are met and that all the necessary equipment and documents are with the car. The standard signing-in sheet is attached.
- 5 A signing-in sheet must be prepared and completed by all marshals. This ensures that all people assisting on the event are covered by insurance. The standard signing-in sheet is attached. It is also advisable **that any member who is following the route in a modern car or a car other than an eligible Model T Ford should sign this form also.** It ensures that the Club is fully covered by the MA and Club insurance in case of accident or other incident.

- 6 On arrival entrants should be handed out a list of entrants with details of their vehicles and car numbers, where applicable, together with a final timetable for the event. Route sheets to be handed out at the start of each day.

Car Rally Numbers

It is essential that all cars participating in the Spring and Autumn Tours should display a unique Club Car Rally Number. These are obtainable through the Club Events Organiser and must be ordered well in advance. **The minimum order is 25** but it is advisable to order a few extra numbers as additional entries may be accepted after your order has been processed. It is not possible to order an additional one or two numbers. If you do not have any additional number available then the late entry cannot be accepted.

Pre-paid Coffees, Lunches and Entrance Fees

Where entrants have pre-paid for any coffees, lunches, entrance fees etc., organisers must issue vouchers/tickets to be presented at the venue. Pre-paid entrance to venues, coffees/lunches etc. must only be provided in return for one of these vouchers/tickets by the staff at the venue. Any additional entrance, refreshment/meal must be paid for on the day directly to the venue. The organiser should then pay the venue only for the number of tickets exchanged on the day. This will ensure that only pre-paid entrances, refreshments, meals etc. are provided at a cost to the Club.

Judging, Trophies etc.

- 1 The Register has a number of annual challenge trophies presented at the Spring and Autumn Tours as well as the Michael Wigg Memorial Run and Rose Bowl trophies. Details of the awards are available from the Events Co-ordinator
- 2 **If awards are to be made at your event you need to arrange for judging and prize giving**
- 3 All attendants of every official Model T Ford Register event are entitled to points which are aggregated for the annual Rose Bowl trophy. Organisers must keep full details of all entrants and their vehicles, including where they have come from and whether their Model Ts have been driven or trailed to the event. Following the event, this information must be passed to the Events Co-ordinator.
- 4 Organisers should arrange for the names of trophy winners, photographs and a report of the event to be produced for inclusion in T Topics. (See Section 5)

Section 3 Planning an event involving overnight stops

Selecting and booking a hotel

1. The hotel should be of a high standard, probably 3 or 4 star, with sufficient secure parking facilities for vehicles and trailers. It should be borne in mind that for each Model T there could be a trailer and a modern car, each of which will need to be securely parked.
2. You will need to plan on approximately 30 rooms being available for club use, with the possibility of more rooms being booked.
3. The hotel must have a function room large enough to accommodate all the entrants and their guests for the evening meal. It is preferable to have exclusive use of this room.
4. Agree firm detailed prices for the rooms (including singles), meals etc. Confirm the latest date on which the hotel will require firm numbers for rooms.
5. Provisionally reserve a number of rooms, preferably without a deposit. Confirm bookings as entries are received and pay deposits as required. Entrants normally pay hotel costs direct on leaving. It is not normal practice for entrants to be required to pay for accommodation in advance.
6. If room deposits are required, agree with the hotel the circumstances in which the deposits may be returned.
7. Agree menus, timing of event, group meal arrangements etc.
8. Ensure that car parking will be available for all vehicles and trailers. Taking these into consideration, there should be provision for three spaces per car.
9. Check if other events, such as wedding receptions, are likely to be taking place at the same time. If so, ensure that the events are completely separate and that there will be adequate parking and other facilities to accommodate all events.
10. **Get all arrangements agreed in writing and obtain receipts for all deposits paid.**
11. Finally, confirm all arrangements, including numbers, with hotel management shortly before the event.
12. It must be made clear to all entrants the chosen method of booking accommodation, i.e. through the Event organiser or direct with the hotel. If the latter option is selected, the package must be pre-agreed with the hotel and entrants must be advised to state when booking that they are joining the Model T Ford Register Event.
13. **Other venues** It is essential that you confirm timings, arrangements and numbers with all venues to be visited during the tour in writing. This ensures that the venue will be ready for your group's arrival and that the visit will be smooth and enjoyable.

Section 4

Organising the finances

NB: Please discuss with the Events Co-ordinator and/or the Treasurer any deposit matters which involve the Register paying out any money in advance or taking any other financial risk.

Costings and Organisers' Expenses

- 1 Organisers should budget for the event to break even, after receiving expenses from the Registrar and any sponsorship money etc.
- 2 All organisers will be entitled to claim up to **£100.00 for a one day event, £150 for a weekend event, i.e. one and a half day minor event, and £300 maximum for a Main Tour, i.e. three days or more**, to cover all general expenses, including mileage/fuel, postage, printing, telephone expenses etc.
- 3 The Events Co-ordinator or Treasurer must approve any additional or special expenses in advance.
- 4 Expenses claims should be sent to the Treasurer and will not be paid more than three months prior to the event. The Register will pay for printed numbers for certain events
- 5 **Following the event, organisers must send in a balance sheet, showing all income and expenditure to the Treasurer.**

Entry Fee and/or Deposits from Entrants

- 1 Following the decision taken at the AGM 2009 there is **no Entry Fee for any events.**
- 2 Where the event involves an overnight stay entrants should be asked to pay a small deposit or Entry Fee. This should be enough to cover any hotel deposit plus about £10 per person. This can then be used to cover coffees, entrance fees, extra meals etc.
- 3 The deposit should be returnable if the entrant cancels within a reasonable time. Deposits will be returned to entrants if the event is cancelled. This depends on arrangements with the hotel and should be made clear on the entry form.
- 4 The Register has set up a bank account specifically to hold entrants' deposits. Cheques should be made out to 'Model T Ford Register'. Cheques should be sent to the organiser who can either send them on to the Treasurer for banking or who can be given a paying-in book. The money can be paid out of this account by cheque on request.

Accounts and Surplus Money

- 1 Following the event, organisers should provide a simple account of money received and spent and pass it to the Treasurer. Ensure that receipts are obtained for all deposits paid and expenses incurred.
- 2 If there are surplus funds after the event, these will be taken into the Register's main account as a credit towards general events' expenses.

Sponsorship

- 1 Commercial or other sponsorship by way of cash, souvenirs, prizes etc. is always welcome (unless, of course, there are unreasonable conditions attached.)
- 2 There is a small fund available within the Register to sponsor the designated annual Michael Wigg Memorial Run. Details are obtainable from the Treasurer.

Section 5

Rally Reports

1. Appointing a Scribe

Appointing a person to report an event on the day has in the past caused offence when proffered, perhaps a more extreme reaction but it is seldom taken up with alacrity. Many are too polite or responsible to offer a genuine excuse as to 'why not' and take it on. Sometimes it is offered to relatively new members; nice thought for a fresh approach but an extra dimension for a person not yet familiar with who is who. As a result write-ups have not been received or are short on essential detail. One point of view is 'why bother – if you were there – you know what happened, if you chose not to go - are you interested'. But an event write up is the only widely promulgated record of the clubs activities for its future archive. Where would the popular 'Old T Topics' feature of the magazine be if past participants had not seen fit to record the clubs activities?

A few notes on producing a useful and readable write up may not come amiss. Firstly our new guidance to organisers on recording events should avoid an approach on the day. The start of an event is a stressful time for the organiser getting participants underway and it is all too easy to forget to appoint a scribe (or a photographer). To arrange the task retrospectively on the second day when no prior notes have been taken could be a further burden. Organisers are now urged to select a suitable scribe in advance of the event from a considered perusal of the entry list.

2. Writing the Report

If you are asked and kindly accept the challenge please stamp your own style on it and give it a snappy title by all means. Do get in somewhere a few basic facts for the historic record such as: actual name of the event; where it took place; when; how far and where it visited; points of interest and the conditions (but avoid a weather report). Mention happenings and mishaps but please be careful when reporting not to embarrass the person involved and do not make veiled references that would not be understood by anyone not attending. As a policy we tend not to list all the participants and their picture, American style, but please credit any outstanding achievement or overcoming adversity for human interest. As a guide the length of the write up may suitably be ½ to a page for a day event and perhaps 1 to 2 pages for a main, multi day event (typically the magazine is 500 to 600 words per page). It is useful to take a few basic notes and ask other participants if they have anything to report. It is strongly recommended that you do the write up fairly soon after the event (it is amazing how the memory for detail fades after even on an enjoyable event). If you need advice, fill in a detail or inspiration to overcome writers block please feel free to call the editor (contact details in front of T Topics). It is nice to acknowledge the organiser(s) somewhere in the narrative. It can be submitted hand written, typed up or by Email.

3. Photographs of the Event

Photographs are a key issue. Let the organiser know if you can't take them yourself (it is helpful for building the picture(s) into your article) so they can arrange an alternative source. Modern digital cameras make this easy (and to send by Email) but quality of composure seems to have suffered. Unless you have particularly steady arms use the eye viewer rather than the screen picture to compose to avoid wobble. Try to avoid pictures of people's backs looking at cars and choose your moment rather than a forced pose. If the camera is trying to use flash outdoors the conditions are probably too dark for a good picture anyway. Good luck and thanks! **GAF**