



Organising a VAA Event

Events are an important part of the Vintage Automobile Association. They provide an opportunity for members and guests to use and enjoy their classic vehicles and/or to promote fellowship amongst our members.

The Events Coordinator has a rolling 12 month plan of upcoming events. The Committee strongly encourages and is delighted to accept volunteers to organise events. Indeed, a healthy events calendar is dependent on volunteers helping. If you would like to organise an event, please discuss with the Event Coordinator to select an event and confirm the date (to avoid clashes).

For new events it is useful to check with a group of club members, that your proposed event is of interest, suitable, and that the price (if any) seems acceptable.

Where to go

Our events provide a chance to use our vehicles and enjoy the company of other members remembering spouses and partners are actively involved.

Events may be regular VAA events (e.g. Annual Picnic, Christmas Party, Melbourne Cup....), or other club events which are sanctioned by the Council of motoring Clubs of W.A. The web site for sanctioned member clubs is <http://www.councilofmotoringclubs.asn.au/index.php/club-list>. New and other VAA organised events (you name it) and VAA member runs or attendance at events organised by other parties (Brookton Car Show, Classic Car Show, British Car Day). During cooler months, the club likes to conduct a monthly mid-week run. Fetes, festivals, shows, displays, museums, shed/garage visits, picnic spots, places of interest with a nice run to get there are all popular.

For runs not to a specific organised event, it is great to end at a park (with a picnic area and facilities), a cafe or a pub. A scenic, historic or vehicle orientated feature along the way is also welcome.

Please make sure the venue, meeting point and any stop overs have access for those of us that are not as mobile as we once were and sufficient safe parking for expected participants at the planned times.

Advertising

Try to advertise the event at least three months in advance by giving the Event Coordinator a short notice to go into the Past Times magazine for at least two editions before the event



and on our website. The deadline for Past Times is the last weekend of the month. Things to include:

- What is the event? Is it a run? Are you going to an event or festival?
- Where is the Meeting Point?
- When is it? Date and Meeting Time and Departure time (allow ½ hour for socialising).
- Where does it end? What facilities (BBQ, shops, bakery, café or hotel) are there, are people to bring a picnic or BBQ lunch? What is the contingency in case of bad weather?
- If an RSVP is required, include details of the due date and to who.

E-mail these details about the run as soon as you have them to the Event Coordinator (events@vaawa.org.au).

Start Place and Time

For some events, participants meet at the venue. In this case, please provide the address, perhaps a map and clear instructions on where members are expected to park. Allow sufficient time for people to find the venue and park if it is not familiar to them.

Discuss your event with the venue proprietor to ensure they can accommodate our estimated numbers for parking, seating and food with no clashes with any other events they have planned.

Monthly mid-week runs are usually in the second week of the month in the days following the General Meeting 9am.

Metropolitan and mid-week runs preferably depart from the VAA Club Rooms at 19 Helen Street Bellevue. For country runs, it may be better to meet at a place on the outskirts (e.g. The Lakes Roadhouse Gt Eastern Hwy, Gingers Roadhouse Gt Northern Hwy) to avoid travelling through suburb congestion.

Please confirm your event with the Event Coordinator 2 months before the event date to allow for adequate advertising and ample time to get everything organised.

Run Sheet

If the event includes a run, please prepare a run sheet considering the following tips. Typically runs range from 50 to 100 km over a couple of hours depending on stops. Plan for 10-20 vehicles. However, the Committee is keen to encourage more numbers. If the weather is good and the run is attracting good interest, use your judgement on how the group is going to handle the situation you are leading them into.

Members will most likely wish to drive their classic vehicle. Assume the vehicles are roadworthy and able to negotiate modern traffic but avoid too much highway work or



challenging roads. Keep to main roads in the suburbs; back streets break up the group and folk get lost.

There is no set format for run sheets but they should at a minimum show distance, location and required action for each step:

Distance	Comment
0.0	Turn Right out of car park
1.0ml (1.6km)	Turn Left at roundabout into Victoria Park Drive
2.1ml (3.4km)	Turn Right at T-junction into Orrong Road

Please remember our vehicles will show miles or kilometres that may not be particularly accurate. Note major turns including street names. Try and include when a turn is at a T-junction so that club members know they don't have to look out for a street sign and can simply drive to the end of the road. Try and include warnings for any obstacles that may be dangerous, i.e. train lines, potholes, speed humps, cattle grids, single lane bridges, etc.

Include your mobile number in the instructions in case people get lost, breakdown or must leave the trip early.

Don't try doing the run sheet from the UBD, Street Smart or Google Maps on the dining table at home (this never works except for the first draft). You need to drive the route and check that you have the left and right turns recorded, as they should be.

A final test drive is recommended if you haven't done the run very recently to see if the roads are dug up, new roundabouts have been added, bridges or toilets are closed, the pub burnt down, etc. so there are no nasty surprises on the day. It can also pay to check that there are no major events that may cause traffic problems, close roads or may be using the same car parks.

Breaks and Regroups

For longer runs, please plan a comfort stop/regroup along the way. Every hour is about right. Try to arrange these near a petrol station and where there are public toilets. Make sure there is a safe space to park the expected number of vehicles. Allow some time for socialising, photo's, etc. Please do not leave a regroup point as soon as the last car arrives, they may be travelling slowly because of mechanical issues. Allow the driver and passenger time to let the rest of the members know if they need any assistance.

Tips for the Day

Check and confirm the arrangements with the venue proprietor if appropriate.

Prepare sufficient copies of the run sheet to hand out (the Club Rooms has a photo copier).



Remember your name badge and pen and paper.

Get a scratchy (bribe) for the member writing an article on the event and have a copy of the guidelines (attached).

Be at the meeting spot on time allowing 30 minutes for the members to arrive. It is expected that if you organise an event you attend and lead the event, or if you are unavoidably detained, please arrange for someone to run the event and get them the notes, etc.

Wear your name badge and encourage others to wear their badge too.

Make yourself known to any guests. Non-members who turn up are welcome; encourage them to join if they enjoy the day.

About 10 minutes before commencement time, call the members together for a briefing and distribute the run sheets. Your briefing should:

- Welcome members and guests.
- Check everyone has a run sheet.
- Give an outline of what to expect (end point of the run; the direction in which the run departs; the route to be taken; any danger spots).
- Appoint a "Tail end Charlie".
- Tell people not to worry if they fall behind as they will catch up at the regroup point or destination and the Tail end Charlie will be along to help if needed.
- If the run ends at a pub or winery remind members to drink responsibly.
- Remind members to ensure they settle their part of any shared food and/or drinks bill.
- Ask someone to write an article for the Club magazine and give them the scratchy, guidelines and (if needed) pencil and paper.
- Finally count the number of cars and people and get moving.

At regroup points:

- Allow some time for socialising.
- Ensure all cars have made it to the regroup point and that the last cars are okay before you take off again

After the event:

- Send a copy of the run sheet (with corrections if required) to the Event Coordinator (events@vaawa.org.au)
- Follow-up with the person writing the magazine article and make sure they send it to the Magazine Editor (frank@subiacoprint.com.au) and Event Coordinator (events@vaawa.org.au).



Organising a VAA Event – Checklist

1. Choose or propose an event, discuss with Event Coordinator and agree a date.
2. Visit the venue/destination and any stopovers and ensure there is ample safe parking for expected participants at the planned times.
3. Discuss your event with the venue proprietor or event organiser to ensure they can accommodate our estimated numbers for parking, seating and food with no clashes with any other events they have planned.
4. If the event has a run component choose the start time and place and the route including breaks and stopovers as per the guidelines. Drive the route checking all the turns and noting any dangers.
5. Prepare the run sheet .
6. Prepare the event advertisement for the magazine and provide to the Event Coordinator 2 months before the Event
7. Near the event, confirm the arrangements with the venue, drive the route to check nothing has changed.
8. Print copies of the run sheet, magazine article guidelines and buy a scratchy.
9. On the day, be early, greet new-comers, assign someone to write up the event and give them the guidelines and a scratchy.
10. Brief everyone on end point of the run; the direction in which the run departs; the route to be taken; regroup points and any danger spots.
11. Appoint a Tail end Charlie
12. Count vehicles to check at regroup points and the end.
13. Thank you. Enjoy!
14. Guidelines are available from the Event Coordinator or on our website at



Thank you for giving your ideas and time to organise an event for your fellow club members!

Writing a VAA Event Magazine Article

Thank you for “volunteering” to write the article on today’s event for the VAA Past Times magazine.

On the Event

Note or see the organiser and get their name, the number of cars and number of people on the run.

Things that happen at the start, stops, end and on the way home are all interesting.

Jot down “memory joggers” as they happen. Ask someone to help if you are driving. Putting comments on the run sheet is a great way to keep things in context.

Take some photos (or ask someone else to) – Request people look up and smile, be mindful of the sun and note who is in the picture.

On the Way Home

Work out a theme for the day while events are fresh in your memory.

Drive safely! ... we are depending on you to get the story to the Editor.

Essential Bits

Acknowledge the organiser(s), the date of the run and attendees (in summary).

A typical event article need be no more than half a page

Writing in the first person: “I enjoyed the ... ” is often easiest.

Mention names, it adds interest to the article.

Keep it light.

Include photos in your e-mail with a title that can be used as a caption.

Use the spell-checker.

Sign off with your name.

Delivery of the finished article

Please get your report in within a week of the run so it can be included in the magazine. E-mail your article in Word format and photos separately to the Editor (frank@subiacoprint.com.au) and Event Coordinator.