

## **Event Organisation.**

### **National Executive**

The National Executive will allocate National Events several years in advance and will encourage all Areas to host the National Event periodically.

The Annual National Event should be held in January, February or March. There shall be two in the North Island to each one in the South Island.

The National Executive will liaise with the organising committee, checking all proposals for organisation, budgets and funding.

The Executive will cover the costs relating to the running of the Executive Meeting and AGM held during the event.

### **2) Event Organisation.**

The Area Secretary for the event will be responsible for overseeing the event committee to organise all aspects of the event. This will include:

- 1) An advertising programme for the event including the location of the event, places to be visited, intended activities, accommodation options, dates and duration of the event at least six months before the event, and names of the pre-event contact persons.
- 2) Advise a budget to the Executive with a suggested entry fee.
- 3) Organise venues for the Event activities including: Registration, Gymkhana, Concours de Elegance, AGM and Final Prize Giving Dinner.
- 4) Organise, record and check touring routes for the event.
- 5) Prepare an Entry Form ( as in 3 below), and a written set of instructions covering all activities and times
- 6) Prepare a written briefing outlining regulations for the event and a safety briefing.
- 7) Organise the return of trophies and prepare the certificates prior to the event.
- 8) Forward results to the Secretary, Historian and Bulletin Editor.
- 9) Prepare and forward a final report and balance sheet to the Executive after the event.

### **3) Entry Form.**

The entry form is to include the following information:

Names of Entrants Team. (which could be as many as 4 persons).

Addresses and contact details, home and mobile numbers.

Details of vehicle: Model, Year, Registration number.

Entry fee, prices for organised meals and other expenses.

Closing date for entries.

Club and Event Indemnity Statement which is to be signed by all driving members of the entrant's team. The Statement is as follows:

#### **Club and Event Organisers Liability:**

*By the signing of this entry form, all entrants and persons accompanying them have agreed to indemnify the club and event organisers, of the event, absolutely from and against any claim whatsoever that may arise in respect to any accident theft, damage or injury that may involve any persons, vehicle, or property during the course of the event. All participants have agreed to abide by the terms and conditions as detailed in the entry form and accept that in the event of any dispute arising concerning the running of the event, the organising Committees or National Executive ruling shall be final.*

### **General Requirements:**

- 1) Entrants and their team must be members of the Riley Car Club of NZ.
- 2) Overseas entrants or local entrants joining in for the event must become a "Temporary Member" of the Riley Car Club of NZ (Inc.) for the duration of the event.

**This Document was ratified by the Executive at the meeting held in Taupo on 2 June 2018.**