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 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 the final Prize Giving dinner.
4) Organise, record and check touring routes for the event.
5) Prepare an entry form (as in 3 below), and written set of instructions covering all activities and time table for all events. Also, a list of participants, their contact details and the Riley model being used. Advise list of trophies and the regulations regarding each competition.
6) Prepare a written briefing outlining regulations for the event and a safety briefing.
7) Organise the return of trophies and the preparation of 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 also 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.