

**VMCC**

**SOCIAL RUN PACK**

**FOR USE BY ORGANISERS OF  
DORSET SECTION SOCIAL RUNS**

**When this document has been completed please return it in its' entirety,  
along with a copy of the Event Route Sheet, to the Section Secretary.**

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## THE VINTAGE MOTOR CYCLE CLUB

### GUIDELINES FOR THE ORGANISATION AND MANAGEMENT OF DORSET SECTION SOCIAL RUNS

#### PLANNING

- 1 The name, date and time of the run **MUST** be submitted by Section Secretary/Scribe, to HQ, via Section Notes & Monthly Diary, by the final submission date of the month prior to the event.
- 2 Social Runs **MUST NOT** include any of the following:
  - (a) Any form of timing.
  - (b) Any form of competition or penalty.
  - (c) Any form of performance or skill test.
  - (d) Any requirement to complete minimum or maximum mileages or any defined mileage requirement.
  - (e) Any questions or Treasure Hunt type clues.
  - (f) Any machine restrictions, other than the VMCC age eligibility extant at the time of the event. (Event Secretaries/Organisers can be provided with a 'Social Run Pack', if required, containing all relevant forms and paperwork, prior to the event.)

#### ROUTES

- 1 Any suggested route **MUST** be presented with the following wording recorded on the route sheet:

THE FOLLOWING SUGGESTED ROUTE IS NON-COMPULSORY AND ANY MILEAGES, INDICATING DISTANCES BETWEEN ROAD JUNCTIONS, ETC ARE FOR INFORMATION ONLY.

#PLEASE BE ADVISED THAT THE BREAKDOWN VEHICLE WILL FOLLOW THE SUGGESTED ROUTE BELOW.#

# Exclude this wording if no breakdown vehicle is provided for the event.
- 2 The address and postcode of all start/finish venues and refreshment/interest stops **MUST** be recorded on the route sheet.
- 3 Whenever possible the route sheet should include an emergency/breakdown contact number.
- 4 The route sheet should include a requirement that any participant not intending to complete the route, or attend the refreshment stops, inform the event organisers accordingly.

## **DOCUMENTATION**

- 1 The Section Signing-On Sheets provided in the 'Social Run Pack' to be used for all events.
- 2 All officials/assistants of the event should be recorded on the 'Officials and Assistants Signing-On Sheet'.
- 3 All riders/drivers in the event **MUST** show their membership card and complete the Section Signing-On Sheet including their Membership Number.
- 4 Any non-members wishing to participate may do so at a cost of £5.00 in addition to the normal event entry fee. This **MUST** be recorded on the 'VMCC Event Membership Form' provided in the 'Social Run Pack'.
- 5 Any minors (under 18's) who are riders or passengers in the event **MUST** be recorded on the 'Minors And Their Responsible Persons Signing-On Sheet' and a separate 'Parental Agreement Form' **MUST** be completed for each Minor.
- 6 Any accidents or incidents **MUST** be recorded, in full, on the 'VMCC Incident Form' provided in the 'Social Run Pack' and the relevant section of the 'Officials and Assistants Signing-On Sheet' should be completed accordingly. Where no incidents have occurred the relevant section of the 'Officials and Assistants Signing-On Sheet' should be completed.

## **POST-EVENT ACTIONS**

- 1 The Event Secretary/Organiser must:
  - (a) Return the fully completed 'Social Run Pack', excluding the 'Event Finance Form', to the Section Secretary.
  - (b) Forward all monies received to the Section Treasurer, including a copy of the 'Event Finance Form'.
  - (c) Complete the 'Scrap Book / Property Book Form' and return to the Section Secretary.
- 2 The Section Secretary must:
  - (a) Take copies of any completed 'VMCC Incident Forms' and forward the originals to HQ.
  - (b) Take copies of any completed 'Minors Signing-On Sheets' and 'Parental Agreement' forms and forward the originals to HQ.
  - (c) Forward all monies received for one day membership, along with completed 'VMCC Event Membership Forms', to HQ.
  - (d) File the completed 'Social Run Pack', including a copy of the route sheet and retain for a period of at least 5 years.
  - (e) Update the Section Property Book from information on the completed 'Scrap Book / Property Book Form' and file this form in the Scrap Book.