

VMCC

SOCIAL RUN PACK

FOR USE BY ORGANISERS OF DORSET SECTION SOCIAL RUNS

Last Update : 22nd March 2023

GUIDELINES FOR THE ORGANISATION AND MANAGEMENT OF DORSET SECTION SOCIAL RUNS

PLANNING THE RUN

1. The name, date and time of the run **MUST** be submitted by Section Secretary/Scribe, to HQ by the final submission date of the month prior to the event. In practice, all Dorset Section events for the upcoming calendar year are submitted to HQ, via their website, by the end of October of the previous year. Event edits on the HQ website are permitted but should be carried out as soon as possible if the event correction is to appear in the monthly VMCC magazine. Unplanned new runs **MUST** be added to the HQ website at least 4 weeks before the event.
2. Social Runs **MUST NOT** include any of the following:
 - a. Any form of timing.
 - b. Any form of competition or speed.
 - c. Any form of performance test.
3. Any new idea for an event that differs from the normal shall be referred to the Dorset Committee for approval before detailed planning.

ROUTES

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

THIS IS A SOCIAL RUN ORGANISED BY THE DORSET SECTION OF THE VMCC
AND THE ROUTE IS A SUGGESTED ONE. THE SECTION IS NOT MARSHALLING
THE ROUTE

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

Exclude this wording if no assistance 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 Run Organisers accordingly.
5. Any significant hazards such as crossing a major road or a steep descent should be highlighted on the route sheet.

SOCIAL RUN PACK DOCUMENTS

All the documents listed below can be downloaded from the VMCC Dorset Section website here : <https://dorsetvmcc.co.uk/documents/>

1. **Route Sheet** (Form 1 is an example of a tulip route sheet). Always required unless the run is using the Drop Off system. The format of the Route Sheet is optional and can be text only, tulip diagrams or a combination of both. Whichever format is used, make sure the header contains all the items mentioned under "ROUTES" above.
2. **Officials and Assistants Signing-On Sheet** (Form 2). Only needed when the Run Organiser has one or more helpers. It is also required when submitting a completed VMCC Incident Form (Form 6) to HQ.
3. **Risk Assessment Sheet** (Form 3A). This should be completed by the Run Organiser **BEFORE** the run but it does not need to be taken to the run. The completed (signed and dated) form must be returned to the Secretary as part of the Post-Event Actions below.
4. **VMCC Members Signing-On Sheet** (Form 3B). All riders/drivers in the event **MUST** read and agree to the Terms & Conditions on the top of this sheet before signing-on. They should then show their membership card and complete sign-on by including their Membership Number, machine details, signature and mobile phone number.
5. **VMCC Event Membership Sheet** (Form 4). Any non-members wishing to participate may do so at the same cost as the normal event entry fee. This **MUST** be recorded on this form.
6. **VMCC Parental Agreement Sheet** (Form 5). For every rider/passenger who is under 18 years of age, a parental agreement form **MUST** be submitted with every event entry form.
7. **VMCC Incident Form** (Form 6). Any accidents or incidents **MUST** be recorded, in full, on this form and the relevant section of the "Officials and Assistants Signing-On Sheet" (Form 2) should be completed accordingly. Where no incidents have occurred the relevant section of the "Officials and Assistants Signing-On Sheet" should be completed.
8. **Event Finance Form** (Form 7), this should be completed after the event.

PRE-EVENT ACTIONS

If the run is using the Drop Off system, you can ignore Item 3 below.

1. Plan and ride the route; do not rely on Google Maps and Google Street View. Ride the route again a few days before the event to check for road closures etc
2. After planning and riding the route, fill out the Risk Assessment Form (Form 3A)
3. Produce and print the route sheet using the format of your choice (text only, tulip or combination of both); make sure you have enough copies. The Section owns a laser

printer for producing water resistant route sheets — contact the Secretary for further details.

4. Print the following additional forms
 - a. Members Signing-On Sheet + Continuation Sheets(s) (Form 3B)
 - b. VMCC Event Membership Sheet (Form 4)
 - c. VMCC Parental Agreement Form (Form 5)

EVENT DAY ACTIONS

1. Bring the following printed forms:
 - a. Route Sheets (not necessary if the Drop Off system is being used)
 - b. Members Signing-On Sheet + Continuation Sheets(s) (Form 3B)
 - c. VMCC Event Membership Sheet (Form 4)
 - d. VMCC Parental Agreement Form (Form 5)
2. Bring some pens and some £1 coins to act as a cash float
3. Ensure that **ALL** riders and pillions read and agree to the Terms & Conditions on the top of each signing-on sheet (members, non-members or parental agreement form) before signing on.
4. Collect the run fee from each rider — members and non-members pay the same fee. Pillions do not pay a fee but should still sign-on.
5. Make riders aware of any conditions that might have changed since printing the route sheets. I.e. weather conditions, road closures etc

POST-EVENT ACTIONS

1. The Run Organiser must:
 - a. Return the fully completed “Social Run Pack”, **excluding** the “Event Finance Form” (Form 7), to the Section Secretary. At a minimum, this is:
 - i. Route Sheet (not applicable if the Drop Off system was used)
 - ii. Completed (signed and dated) Risk Assessment Form (Form 3A)
 - iii. Members Signing-On Sheet + Continuation Sheets(s) (Form 3B). If there were no incidents, remember to tick, sign and date the No Incidents Declaration at the base of page one.

But might also include:

- i. Officials and Assistants Signing-On Sheet (Form 2). Needed if one or more helpers assisted the Run Organiser or you are also submitting one or more VMCC Incident Form(s) (Form 6)
 - ii. VMCC Event Membership Sheet (Form 4)
 - iii. VMCC Parental Agreement Form (Form 5)
 - iv. VMCC Incident Form (Form 6)
 - b. Forward all monies received to the Section Treasurer, including a copy of the completed “Event Finance Form” (Form 7).
 - c. Consider writing up the event as a photo essay for publication on the VMCC Dorset Section website and its Facebook page. Include such items as the name of the event, date, start and end points, number of entrants and useful & amusing tales. Forward all text and photos to the Secretary / Webmaster.
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 "VMCC Parental Agreement" forms and forward the originals to HQ.
- c. File the completed "Social Run Pack", including a copy of the route sheet and retain it for a period of at least 5 years.